

2023-2024
FACULTY GUIDEBOOK



Our Mission:

Empower people by raising aspirations and fostering achievement through dynamic, compassionate, and responsible learning experiences.

Our Vision:

We are the preeminent provider of relevant, high quality learning experiences to the communities we serve. The college combines the best of the traditional and the modern to provide an environment that is accessible and highly conducive to learning, social interaction, personal enrichment, physical development, and job skills enhancement. Programs and support services are carefully designed to serve the current and evolving needs of our students. Faculty and staff exemplify the highest standards of service and performance and take pride in the achievement of our students and the college as a whole. Our actions reflect Lewis and Clark's core values of service, respect, responsibility, compassion and integrity. We hold ourselves accountable for our performance as educators and as stewards of the resources entrusted to us. The true measure of our performance is the personal and academic success of our students, the overall well-being and cultural enrichment of the communities we serve, and the economic vitality of the region.

Core Values:

Student Focused, Integrity, Responsibility, Valuing People, Diversity and Inclusion, Building Community Relationships

Purposes:

1. Prepare students for transfer to four-year colleges and universities
2. Prepare students for entry into the workforce, career advancement or career change through technical certificate and associate degree programs
3. Provide adult basic education, general education development (GED), developmental and other instruction that prepares students for college level course work
4. Provide programs and experiences that foster individual development through job skills and lifelong learning skills to meet the demands of a global, technology-driven and knowledge-based economy
5. Provide a learning environment that is supported by teaching excellence, high quality student services and well-equipped and maintained instructional facilities
6. Support education and research activities and the economic development of the district and the State of Illinois through partnerships and community service programs
7. Contribute to the advancement and well-being of the citizens of the district through cultural, civic, and professional activities

NON-DISCRIMINATION STATEMENT

Lewis and Clark Community College is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. This commitment requires that decisions involving students and employees be based on individual merit and be free from discrimination or harassment in all its forms. Lewis and Clark Community College is committed to equal educational and employment opportunity and to affirmative action. Programs, services, and employment opportunities are administered by Lewis and Clark Community College without regard to sex, race, ethnicity, color, creed or religion, national origin, disability, age, marital status, military status, sexual orientation, and other protected categories. The College abides by affirmative action principles, makes reasonable efforts to accommodate qualified individuals with special needs, and complies with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. These include but are not limited to: (a) Title VII of the Civil Rights Act of 1964; (b) Title IX of the Education Amendments of 1972; (c) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; (d) the Age Discrimination Act of 1975, and (e) the Illinois Human Rights Act. It is the policy of the College that any form of discrimination or harassment, including sexual harassment, of employees or students on campus is unacceptable and shall not be tolerated. Any employee or student of the College who feels that he/she has been a victim of any form of discrimination or harassment should notify the College's Human Resources Office and the complaint will be investigated. (See Anti-Harassment Policy on page 15.) Complaints of discrimination or harassment prohibited by College policy are to be resolved within the existing College procedures.

For additional information or assistance on the equal opportunity, affirmative action and harassment policies and procedures of Lewis and Clark Community College, please contact:
Dr. Lori Artis, Vice President of Administration, Erickson Hall, Room 103, Lewis and Clark Community College, Godfrey, IL 62035, (618) 468-3000.

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Dear Faculty,

The *Faculty Handbook* pulls together the policies, procedures and practices in use at Lewis and Clark Community College. It is offered as a resource to support you in your work as a faculty member at the college. In culture and behavior, the college is an excellent example of the concept of "living improvement." That means that we are constantly trying to improve. We do this by identifying problems, piloting practices to improve the problem, and measuring improvements. Improving student learning success and retention is at the top of all improvement efforts. We have a clear aim, to increase student learning success (A, B and C course grades) and retention. The goal is completion of a certificate and/or degree.

We work in networked communities where institutional researchers, faculty, and staff collaborate to improve practice. We welcome you into this community where we believe in what we are trying to accomplish and in how we are trying to achieve it. Our mission is "Empowering people by raising aspirations and fostering achievement through dynamic, compassionate and responsible learning experiences." It isn't simply empowering students, it is empowering all of us to achieve.

The *Faculty Handbook* is not a legal document or contract and it doesn't supersede applicable federal, state or local laws or other college policies. We also rely on the College Catalog, Board Policy Manual, Departmental Procedures Manuals and our full-time faculty is also governed by the Faculty Agreement. This is simply a handbook to support your understanding of the college culture and environment. Feel free to ask questions, make suggestions, and offer opinions.

INSTRUCTIONAL POLICIES AND PROCEDURES

ABSENCES – FACULTY ABSENCES IN FACE TO FACE, VIRTUAL, BLENDFLEX AND WEB-BLENDED CLASSES AND MEETINGS

A faculty member who cannot meet his/her classes or other assigned responsibilities (committee meetings) because of illness or any other reason must inform his/her Dean as soon as possible. They should also request a sick day in Blazernet.

In case of illness or emergency preventing an on-campus or off-campus instructor from meeting his/her class, the following procedures should be followed to alter students:

1. The on-campus instructor notifies his/her Division Assistant. (Before or after hours, 8 a.m.-4:30 p.m., contact Campus Safety (618) 468-2300 to post a notice.)
2. The Division Assistant posts the class cancellation on the classroom door on campus.
3. The off-campus instructor notifies the appropriate Community Education Center Coordinator or Assistant.
4. The Coordinator or Assistant notifies the appropriate Site Coordinator, who posts the class cancellation on the classroom door off-campus.
5. The instructor is responsible for notifying his/her students, but in special situations when the instructor is unable to call, email, or post the notice in Blackboard for the students, the Division Office or Community Education Center will assist by calling or emailing students, assuming that time permits.
6. If an instructor's class can be taught by a substitute, subject to the approval of the appropriate academic administrator, a pay memo will be submitted to the Human Resources Office. Pay will be processed for the substitute instructor and a salary adjustment will be made on the faculty member's pay (adjunct), or a benefitted sick day can be used (full time).

ABSENCES – FACULTY ABSENCES IN ONLINE CLASSES

In case of emergency or illness that interrupts an online instructor from logging in five out of seven days/week, or from responding to students within 48 hours, the following procedures should be followed:

1. The instructor notifies his/her Dean to discuss the specific circumstances. The Dean and faculty member will discuss options.
2. The Dean will contact the Vice President of Academic Affairs and, if the absences involve leave benefits, Human Resources, to consult and to develop an option for the faculty member.
3. Options may include communicating with students followed by a resumption of instruction after a brief break, or reassigning the online course to another qualified faculty member, or other such customized solutions.
4. The Dean will contact the affected faculty member and finalize a plan and the students will be notified.

ACADEMIC CALENDAR

Academic/Semester calendars are in the Catalog and on the Lewis and Clark web site, www.lc.edu

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

INSTRUCTIONS FOR STUDENTS WITH ACCOMMODATIONS

A student may show you a card/email containing a particular accommodation that you must provide to the student in your classroom. If so, here are some solutions that you can implement.

Accommodation: Extended time and/or a quiet environment for tests AND Tests read aloud using the screen reader

Solution: Students are able to get extended time on tests, a quiet environment and test read aloud using a screen reader in the Haskell Hall Assessment Center. If a student requests extended time, he/she is allowed ***double time***. Follow the procedures for Make-up Testing provided by the Assessment Center. It is the student's responsibility to remind instructors that he/she would like extra time. The instructor then sends the test, along with a completed "***Proctored Test Instructions***" form (available under faculty resources on the website), to either HK B25 or testingcenter@lc.edu. *Please be aware that, in order to receive extended time, a student may need to take their test either on a different day or at a different time, depending on the class schedule of the student.*

NOTE:

- If you give your tests using Blackboard, you can extend the time for one student on the Test Options page. Please call or email Bb Support for help: bb-support@lc.edu and (618) 468-2610
- If a test needs to be read aloud using a screen reader; the test needs to be on Blackboard, a PDF or a Word Document.

Accommodation: Volunteer note taker

Solution: For students who benefit from a volunteer note taker, we ask your help in locating a volunteer in your class willing to share a copy of class notes.

The following announcement may be useful if you need to request volunteers from the entire class:

Center for Access and Accommodations is looking for a volunteer in this class willing to share a copy of class notes with another student. This is an excellent community service and an opportunity to help improve your own learning techniques. If you are interested or would like more information, please see me at the end of class today.

If a reliable volunteer cannot be located during the first week of classes, please let Center of Access and Accommodations know so other arrangements can be made.

Accommodation: Enlarged tests and/or handouts

Solution: All of our campus photocopy machines have ledger paper available. Please enlarge tests and handouts to the largest possible magnification, usually around 140%. If you need assistance, please see your division assistant or contact our office.

Accommodation: Scribe for testing

Solution: If a student is unable to write, it is the student's responsibility to inform you and contact our office for an appointment to have a scribe available.

Accommodation: Accessible furniture

Solution: If the student has made his/her need known to our office, special furniture is placed in the classroom prior to the beginning of the semester. Please let the Center of Access and Accommodations know at (618) 468-4121 know if requested furniture is not in place. Faculty should not move accessible furniture from one classroom to another.

If you have ANY questions regarding a student and his/her accommodations, please contact **Center of Access and Accommodations at (618) 468-4121 or access@lc.edu**.

For Disabilities - Please include the following statement in your course outline:

ACCOMMODATION STATEMENT TO INCLUDE IN COURSE OUTLINES:

If you need an accommodation based on the impact of a disability, inform me as soon as possible, giving us time to discuss the course format, anticipate your needs and explore potential accommodations. I rely on the staff of Center for Access and Accommodations for assistance in verifying the need for accommodation and accommodation strategies. Contact the Center for Access and Accommodations in Caldwell Hall 2320 (618) 468-4211.

Counseling: Counseling is by appointment and on an emergency walk-in basis. Visits are confidential, free of charge, and include counseling for crisis intervention, brief therapy, academic issues, test anxiety, community resources, and referrals. Contact Center of Access and Accommodations in Caldwell Hall 2320 (618) 468-4211.

Veteran Services: We support our veteran and service member students and their families by providing a Veteran Services Department and a Veterans' Resource Center. This department supplements the assistance provided by Enrollment, Advising and Financial Aid. You can confidentially discuss academic or personal issues. Referrals will be made as needed to campus and/or community assistance. Contact Veteran Services in Baldwin Hall 2418 (618) 468-5500.

For Large Students - Sometimes students have difficulty with the classroom environment due to their physical condition or size and our lack of adequate seating accommodations. Please be attentive to the needs of these students and make arrangements as necessary. Some students may be too embarrassed to approach you for assistance so it would be appropriate for you to make the initial contact. You may be able to provide a temporary solution in your classroom. Here are some possible interventions:

1. Many classrooms have a large, sled-based, tablet-arm chair that can be accessed from both the left and right sides. This is a sizable desk that can accommodate a large student.
2. Each classroom should have an instructor chair. If this is not in use, large students may choose the chair and the tablet arm of an unoccupied student desk.
3. Some classrooms feature the small drafting-type tables designed for students in wheelchairs. If this is not in use, large students may choose to use this table along with the instructor's chair.

If your classroom needs additional furniture to accommodate large students, do not hesitate to contact the Center for Access and Accommodations Office at (618) 468-4211. Please remember that it is our responsibility to make the learning environment conducive to student learning.

ACCREDITATION

The college is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, (800) 621-7440/3(12) 263-0456, Fax: (312) 263-7462, <http://www.hlcommission.org>. College staff and faculty developed an Institutional Self-Study for the March 2013 campus visit. The Higher Learning Commission (HLC) responded by awarding the College a ten-year re-accreditation with no follow-up required, 2013-2023. The college submitted an Assurance Argument in spring 2017 and will provide an Interim Report due 12/31/2019 on program level assessment for Career and Technical programs; implementation of outcomes based assessment for co-curricular programs; and clearly defined goals for student retention and completion.

In addition, the College is accredited by the Illinois Board of Higher Education and recognized by the Illinois Community College Board. Programs are accredited by the American Council for Occupational Therapy Education (ACOTE), American Dental Association, Commission of Dental Accreditation (CODA), Accreditation Commission for Education in Nursing, Inc. (ACEN), American Society of Health-System Pharmacists (ASHP), Automotive Service Excellence (ASE), Committee on Accreditation for the EMS Professions (CoAEMSP), North American Process Technology Alliance (NAPTA), and the Accrediting Bureau of Health Education Schools (ABHES).

Affirmative Action Policy

It is our policy and firm belief that the employment practices of Lewis and Clark Community College are non-discriminatory. To further strengthen that position, we re-emphasize through the Affirmative Action statement that every aspect of employment including hiring, placement, upgrading, transfer or demotion; recruiting, advertising, or solicitation for employment; rates of pay or other forms of compensation; selection for training; and termination shall be accomplished without regard to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law. Lewis and Clark Community College adheres to the principles of equal opportunity in education and employment.

The following person has been designated to handle inquiries regarding this non-discrimination policy:

Lori Artis, Vice President of Administration
Erickson Hall, Room 103
L&C
5800 Godfrey Rd,
Godfrey, IL 62035
(618) 468-3000

Lewis and Clark Community College does not tolerate retaliation against any person for coming forward with a complaint or concern or for otherwise participating in the process of addressing discrimination.

Administration and supervision are responsible for compliance with the policy within the respective areas of their activities to assist the Community College in its commitment to:

1. Eliminate from current policies and practices anything which results in or perpetuates discrimination toward sex, color, race, ancestry, religion, national origin, age, disability,

marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law; and the adoption of new or revised policies and practices where necessary to achieve these ends.

2. Intensify recruitment and fair consideration of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law to ensure that candidates and employees with appropriate qualifications, potential and responsibilities are afforded equal opportunity for selection, training and promotion, and will be compensated without regard to race, sex, disability or covered veteran status.
3. Ensure that all contractors, sub-contractors, vendors and suppliers doing business with Lewis and Clark Community College, unless otherwise exempt, comply with the provisions of E.O. 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA.

The college will comply with all provisions of Executive Order 11246, Section 503 of the Rehabilitation Act, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) and the relevant rules, implementing regulations and orders of the Secretary of Labor.

The college will furnish all information and reports required under Executive Order 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA and to permit access to records by the Secretary of Labor for purposes of determining compliance.

Dissemination of Policy

Copies of the Affirmative Action Policy will be distributed to:

1. Administrative and supervisory personnel
2. Personnel whose responsibilities include interviewing, employment, training, promotion, transfer and termination of personnel

The college equal opportunity and affirmative action policy will be displayed in central areas of the college and shall become a part of the orientation procedure for new employees, training programs for staff, and appropriate administrative and supervisory meetings.

All of the college's personnel policy and procedure manuals shall reiterate the college's commitment to equal opportunity and affirmative action. Also, the college's recruitment sources, leaders of minority groups, and community organizations shall be informed of the college's nondiscrimination and Affirmative Action Policy.

In any advertisement of job vacancies, a statement that we are an Equal Opportunity Employer shall be included. The same clause shall be added to all appropriate college documents, such as, purchase orders, leases, contracts covered by Executive Order No. 11246, and notices sent to any collective bargaining representative of the college's employees.

All employment openings, with the exception of executive and top administrative positions, positions that will be filled from within the college's organization, and positions lasting three days or less, have been listed concurrently with the use of any other recruitment source or effort with the appropriate office of the State Employment Service.

Responsibility for Implementation of Policy

The President of the Community College District has overall responsibility for the development and implementation of the equal opportunity and affirmative action policy. Specific authority and responsibility is delegated by the President to every administrator of the District - Vice President of Academic Affairs, Vice President of Administration, Vice President of Enrollment Services, Vice President of Student Engagement, Vice President of Finance, Chief Information Officer, associate vice presidents, deans, directors, managers, supervisors, coordinators, and all others exercising supervisory or administrative control over any employee - all of whom are responsible for performing his or her functions without regard to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including

gender-related identity or other protected statuses as defined by law, or any other status protected by law. Not only are these officers responsible for supporting the college's equal opportunity policy, but they must also include in their own day-to-day operational policies and procedures the implementation of affirmative action.

Their efforts will be coordinated by the college's Human Resources Office which will assist in the functions of recruitment, training, employment, transfer, promotion, termination, and compensation according to the non-discriminatory policies in effect.

1. Recruitment

Recruitment of qualified minority, female, disabled and covered veteran status applicants will be sought from the following sources:

- a) Minority, female, disabled and veteran organizations
- b) Federal and State employment agencies
- c) College and University placement services
- d) Minority, female, disabled or covered veteran employees on staff
- e) Newspapers and other media, where feasible

2. Training

- a) In-service training will continue to be provided to all employees.
- b) Employees will be encouraged to develop new and update current skills by participating in available educational and training programs.

3. Transfer and Promotion

- a) Recommendations for transfer or promotion will be based on job requirements and will be non-discriminatory.
- b) Transfers or promotion opportunities will be made available to current staff prior to considering other applicants.

4. Compensation

- a) Determination of compensation will be based on current policies and schedules as approved by the Board of Trustees.
- b) Equal pay for equal work will be established with no exceptions because of race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law.

5. Selection

- a) Required qualifications and abilities will be established for each type of position, and evaluation of applicants will be based on these requirements.
- b) Actual selection will be made from those applicants recommended by the supervisor. If an applicant referred to the supervisor is rejected, the supervisor must report to the Human Resources Office the reason for the rejection in writing.
- c) No individual may be employed without approval of the President and the Board of Trustees.

6. Termination

- a) No employee will be discharged on the basis of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law.
- b) The supervisor will schedule at least one conference with the employee prior to recommending dismissal.

- c) An exit interview will be scheduled for the employee with the Human Resources Office.
- d) No employee may be discharged without approval of the President and the Board of Trustees.

ALCOHOLIC BEVERAGES AND DRUGS

References to these topics are in the Catalog under the heading of General Information/Student Conduct Code and under Drug and Alcohol Abuse Prevention.

ANTI-HARASSMENT POLICY – Including Sexual Harassment Policy

See Harassment policy on page 37.

APPOINTMENT PROCEDURES

1. Adjunct faculty employed to teach on-campus, off-campus, or online credit courses are appointed by and responsible to the appropriate program coordinator and academic dean.
2. An adjunct faculty member appointment is valid only for the specific length of the teaching assignment.
3. The program coordinator will talk with adjunct faculty members and get verbal agreement to teach a specific assignment.
4. A load sheet (and email) is sent to adjunct faculty, indicating the part-time teaching assignments and the appropriate salary. The load sheet is not a binding contract. Insufficient enrollment or other factors may cause the college to nullify the assignment.
5. The program coordinator or appropriate division assistant will contact each adjunct instructor to cancel a teaching assignment.

ASSESSMENT CENTER

In-person testing by appointment only:
 Monday and Tuesday 8 a.m. – 4:30 p.m.
 Wednesday 8 a.m. – 7 p.m.* (late hours may vary)
 Thursday and Friday 8 a.m.- 4:30 p.m.

The Assessment Center is located in Haskell Hall, Room B25. They administer College Placement Tests and proctored LC exams (including make-up and online tests) by appointment during the hours listed below. They also proctor third party testing and various specialized exams including CLEP, DSST, Pearson Vue, Performance Assistance Network (PAN), Castle Worldwide, and Work Keys among others. Specialized testing is by appointment only. Please contact ext. 5220, 5232, 5240, or email testing center@lc.edu to make an appointment.

Monday, Tuesday, Thursday, and Friday 8: a.m. – 4:30 p.m.
(The Center will close at 4:30 p.m. so students will need to complete testing by 4:15 p.m.)

Wednesday 8 a.m. until 7:30 p.m.

(The Center will close at 7:30 p.m. so students will need to complete testing by 7:15 p.m.)

Instructors **must** submit a completed Proctored Test Instructions Form, along with tests, to the Haskell testing center. Instruction forms and tests may be submitted by campus mail, hand delivered, or by email to testingcenter@lc.edu. Tests cannot be administered without the instruction form. Please keep passwords to under 10 characters. The link to the online form can be found on the Faculty & Staff webpage under Faculty Info, Proctored testing http://www.lc.edu/uploadedFiles/Pages/Admissions_and_Financial_Aid/Placement_Testing/Proctored_Test_Instruction_Form.pdf.

Students are not allowed to have backpack, books*, paperwork*, food, drink, electronic devices, and all other personal items at the testing desk. They are asked to store their items in a locker located right outside of the Assessment Center entrance or at the front of the testing room.

*Unless Proctored Test Instructions Form indicates they may utilize these materials while testing.

Students will be required to show a valid photo identification card (student ID or driver's license) and know instructor's name and course ID in order to test.

AUDIO VISUAL SERVICES

AV Deliveries: The Audio Visual Delivery Services can be reached by dialing 468-3271. Hours of operation are 8 a.m. – 8 p.m. Monday through Friday. Please call at least 24 hours in advance to ensure proper delivery of equipment.

AV Technical Support: For audio visual systems support or repairs, please contact the Helpdesk at (618) 468-4357 (x4357) or at helpdesk@lc.edu.

AUDITING COURSES

The audit enrollment period is one week before each semester begins. Audit enrollment means students enroll in classes for no credit and pay the normal tuition and fees. Audit students are expected to attend regularly but are not required to take examinations. Students receive an "AU" grade which does not affect grade point average or academic status. Students cannot change enrollment status from credit to audit or audit to credit after their original registration.

NOTE: The College does not receive State apportionment funding for audited enrollments.

BLACKBOARD LEARNING MANAGEMENT SYSTEM

Blackboard is the Learning Management System supported by the College for teaching a course fully online and for web-blending, and/or web-enhancing a course. A Blackboard shell is developed for every course, making it easier for faculty to web-enhance courses.

A web-blended course (often referred to as a hybrid course) combines face-to-face instruction with online instruction in various combinations.

A web-enhanced course is a traditional face-to-face (f2f) course where classroom materials are accessed through Blackboard. It must minimally contain the following:

Minimal requirements for f2f faculty teaching web-enhanced classes

1. Include a syllabus/course outline saved as a PDF as a reference for course policies.

2. Maintain a student-accessible grade book or provide private, weekly updates to each student's grade status.
3. Link the preferred method of private communication with the students to the course menu (either Blackboard email or messages) and state your response time for answering questions, not to exceed 48 hours, except for holidays and recesses.
 - a. If the email tool is used, it is explained that communication takes place outside of Blackboard using the student's LC account.
4. Develop course in accordance with ADA compliance. (Refer to Blackboard User Group for specifics.)
5. Adhere to Copyright rules. (Refer to Blackboard User Group for specifics.)

Best practice recommendations for f2f faculty teaching web-enhanced classes

1. Structural/organizational

- a. Introduction for entire class on day of first face-to-face meeting as to what course elements are online, and instructor's expectation on frequency of use by students, etc.
- b. Class assignments
 - o Posting a copy of the assignment will provide students another place to review the assignment if the copy is lost or an absence from class. In addition, you could stop making hard copies, which would be environmentally friendly, and refer students to Blackboard for the assignment directions.
- c. Course Content
 - o Lecture Notes
 - o Power point handouts or copies of power point show
 - o Web links
 - o Publisher materials
- d. ADA compliance recommendations. (Refer to Blackboard User Group.)

2. Instructor Feedback on public discussions, assignments, quizzes and exams.

- a. Describe the type of feedback students will receive and where they will receive it.
- b. Return graded course materials with feedback no later than one week from their due dates.
- c. State how often you log into the course, at minimum 5 out of 7 days a week, except for holidays and recesses.

The section entitled Online Course Assignments applies to both web-blended and online courses.

BLAZERNET ACCESS

Access BlazerNet through either the College website or the Blackboard Portal (<https://blackboard.lc.edu>) and log into BlazerNet.

BlazerNet accounts are established for new faculty upon hire. For adjunct faculty, the Applications Administrator sends a temporary password to the Division Assistant who forwards that to the new faculty member. For full-time faculty, a computer technician will come to your office to walk through your system setup, including your login/temporary password information.

If a faculty member has difficulty logging in they should call the Help Desk at ext. 4357 from 8 a.m. until 8 p.m. during the academic year work week.

Once you have entered your User ID and your temporary password, you will be prompted to create a unique password.

First enter your User ID again and your temporary password as your old password.

Then enter your unique password (8-50 characters requiring at least one uppercase letter, one lowercase letter, and one number). Once you have entered your User ID and password, hit Submit for access to your account.

BOOKSTORE

Lewis and Clark's bookstore is located on the main campus in Baldwin 1401. A brief description of services and hours of the bookstore are in the Catalog. For more information, contact the bookstore manager at 468-3110 or 468-3111.

CAMPUS PHONE AND VOICEMAIL

Full-time faculty and staff are assigned a telephone extension and voicemail. New employees will receive their account information and instructions from the telecommunications office after IT has their email & log-in accounts ready.

Adjunct faculty may request a virtual extension and voicemail to facilitate communications with students. The voicemail system is always accessible. Users can leave and retrieve messages from any phone on/off campus using the extension 2401 on campus and (618) 468-2401 off campus. To receive an extension, contact your Division Assistant or the Help Desk.

Any requests or questions about campus telephones or voicemail can be made by contacting the Help Desk at (618) 468-4357 or helpdesk@lc.edu.

Making a Call on Campus – Dial the 4-digit extension number. It is not necessary to dial the prefix 468.

Making a Call off Campus – **First dial 9**, wait for the tone, Then dial the number. Dial 7-digits if it is in the 618 area code. Otherwise dial 9, 1, (area code) (7-digit)

Incoming Calls – Anyone calling to campus should dial (618) 468-(4-digit extension #) Our main number is (618) 468-7000. Our main number will allow several options including directory and operator. *Collect & recharged calls cannot be accepted from campus phones.

E911 Calls - If you have a life threatening emergency, **DIAL 911** to be connected to the Madison County E911 Emergency Center. Give them as much information as possible about your emergency. Our system will notify them of your location when using a campus phone. Campus Safety will be notified immediately of the 911 call and will respond to your location if called using a campus phone.

Off Hook – Any telephone left off hook will ring the Campus Safety Dispatcher. They will send an officer to investigate. If there is an emergency and you are unable to dial, just knock the phone off hook for help. The security dispatcher will be able to hear what's happening in the room as well.

Campus Directory - Search the Campus Directory for Lewis and Clark Community College faculty and staff members' contact information. Users can search by name, title, department, location and more. The directory is linked from the Team Member page of the LC website (<http://www.lc.edu/faculty-staff-directory/>)

CHILDREN

No child less than 16 years of age shall be brought to the employee's workplace solely for the purpose of providing direct supervision of such a child. Children cannot accompany an employee while the employee is conducting college-related business at an off-campus location.

CLASS CANCELLATION AND STUDENT TRANSFER

Students will only be transferred from one class section to another with a formal course change form. The forms are available through the Enrollment Center and CEC's. In some cases, group transfers may take place, such as in the cancellation of classes.

The Enrollment Center and Division Assistants make a thorough effort to contact all students enrolled in classes that have been canceled. The Enrollment Center emails notices to students enrolled in canceled classes under normal cancellation procedures. If the cancellation occurs late (after the original list is processed) the Division Office and/or the CEC personnel will notify affected students by phone. On-campus students should be directed to Baldwin 1450 where the appropriate course change and/or refund will be made.

CLASSROOM CHANGE PROCEDURES

Classroom assignments are made in cooperation with the faculty and division office. An attempt is made to match the desired classroom environment to each course. Due to room configuration, technology, class size, classroom furniture, planned instructional strategies, and/or the nature of the course, it is sometimes beneficial to relocate a class to a more suitable environment after the semester has begun.

Under no circumstances should an instructor take it upon herself/himself to move a class without seeking approval.

There are several reasons for this directive:

1. Students arriving late to the classroom of record may assume the class has been dismissed or canceled.
2. During emergency situations involving a student or faculty member, the Campus Safety Office or Health Services Office may need to find someone and go to the classroom (of record) to pass along important information. (A crisis situation involving a family member is an example of a typical emergency situation.) If the class has been moved without prior approval, the person may not be found and the important message may not be delivered.
3. In addition, vacant classroom space may be reserved for college functions or rented to outside organizations. So, although it may appear that a classroom is vacant, it may only be a temporary vacancy.

It is much easier to request a classroom relocation than to experience needless problems later. The steps to follow are simple:

1. Call Jeff Coles at 468-4200, or email jtcoles@lc.edu with the following information:
 - a. Course subject, number and section (**for example: ACCT-131-60**)
 - b. Current room number (**for example: BA 3409**); desired room number (if known)
 - c. Reason for change.
2. If the change can be made, the new information will be updated in Colleague and will be visible to students in SelfService and notification of the change will be sent to the appropriate Division Office.

Additional information regarding classroom change procedures may be obtained from Jeff Coles in CW 2329, 468-4200.

CLOSING POLICY

Inclement Weather - If it becomes necessary to close the college due to inclement weather, notification will occur in the form of voice messages, text messages, and emails based on user managed settings through the LC Alert system. Closings are also posted on the college's website and social media channels, as well as major St. Louis television stations, and major St. Louis and local community radio stations.

Classes held at the N. O. Nelson Campus and Community Education Centers throughout the district will follow the same closing policy as on-campus classes. Classes held at community public schools throughout the district will not meet whenever the main L&C campus is officially closed for inclement weather even if the off-campus site remains open. Off-campus sites may also be closed on a site-by-site basis by the local authority (principal or superintendent) even if the main L&C campus remains open.

Classes held at specialized locations (hospitals, libraries, industries, social service agencies, other colleges, etc.) will meet according to the schedules of those organizations.

Holidays, Thanksgiving Recess, Spring Recess - L&C's Godfrey campus, the N. O. Nelson Campus, and the Community Education Centers will maintain the academic calendar and holiday schedule published in the Student Handbook and Catalog.

However, classes held at community public schools and other specialized locations (hospitals, libraries, industries, social service agencies, other colleges, etc.) will meet according to the schedules of the individual organizations. For example, if a public school teacher in-service day falls on a day when L&C courses are scheduled to meet, the L&C courses WILL NOT MEET on that day or evening in that location.

When L&C observes Spring Recess, on-campus and off-campus L&C courses WILL NOT MEET.

COMMUNICATIONS

The College supports e-mail accounts for the official, work-related communication of full-time faculty and staff, adjunct faculty and part-time staff through Microsoft Exchange/Outlook. Students' e-mail accounts are also Microsoft Exchange accounts but are provided through Office 365 (cloud). It is expected that faculty, staff, and students use these accounts in their College communication. Only these e-mail platforms are supported by the College technology support personnel.

Email accounts are created for faculty and staff upon hire and can be accessed from the Faculty and Staff page of the L&C website. A link to student email is found on the Current Students page of our site. All LC email users must use their student ID and password to access their accounts. Full-time faculty and staff can access e-mail by using the Outlook software program installed on their office personal computer. Email can also be set up on iOS and Android mobile devices and tablets. See the <https://www.lc.edu/helpdesk/> for instructions.

COMPUTER ACCESS INFO

How to reach IT for computer assistance: Call the Helpdesk at ext. 4357 (or helpdesk@lc.edu) from 8 a.m. until 8 p.m. Monday through Thursday, or 8 a.m. until 4:30 p.m. on Friday during the academic year work week. Faculty and staff now may submit technology (IT and AV) Helpdesk requests 24/7 using the new self-service technology available via the Web.

CONFIDENTIALITY OF STUDENT RECORDS

Student information is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended and will not be released without written consent of the student unless it is needed by another school or agency to determine aid eligibility.

For questions, please contact the Dean of Student Experience.

COORDINATION

Career and general education program coordination is provided by faculty who agree to accept these additional duties. They are compensated for their teaching loads and for their coordination duties based on a coordination template that the Vice President of Academic Affairs and the deans use to calculate coordination compensation.

Coordination duties may include any combination of the following depending on the variations in departments/programs:

- Scheduling classes
- Staffing classes taught by adjunct faculty
- Scheduling and chairing meetings involving department or program faculty
- Monitoring a maintenance budget and any priority budgets
- Maintaining department or program curricula
- Reviewing and updating the catalog copy
- Reviewing and updating department or program webpage content
- Participating in the hiring of adjunct faculty
- Assisting in the resolution of student complaints concerning adjunct faculty
- Ordering textbook and supplemental instructional materials
- Advising students
- Coordinating program-level learning assessment
- Soliciting, appointing and communicating with program advisory committee members
- Planning and chairing program advisory committee meetings
- Recruiting students
- Promoting programs to external audiences
- Developing brochures and other print media as necessary
- Coordinating external accreditation
- Serving on search committees for new full-time faculty
- Managing registration approvals for restricted enrollment courses
- Coordinating co-op, internship, clinical and/or job placements for students/graduates
- Attending college visitation events
- Maintaining and supporting department instructional technology/equipment
- Orienting and mentoring new faculty
- Conducting classroom, clinical, and/or lab instruction observations of adjunct faculty
- Coordinating high school partnerships

COPIER USAGE

Each academic division has a copier located near the division office. For more information about the use of campus copiers please contact the Division Assistant for your academic area. The Division Assistant and the programs they support are as follows:

Melanie Rieth	Center for Access and Accommodations /Business
Melanie Rieth	Liberal Arts
Leah Sandidge	Health Sciences; EMT/Paramedicine, Exercise Science, Occupational Therapy Assistant and Dental Assisting/Dental Hygiene (shared), Nursing (shared)
Ann Naylor	Applied Technology and Business
Diane McDonough	Associate Degree Nursing and Certified Nurse Assistant
Tammy Childers	Mathematics; Science and Dental Assisting/Dental Hygiene (shared)
Karen Swan	Music Program
Joel Watson	Adult Education and the Scott Bibb Center

COPYRIGHT FOR EMPLOYEES

Digital Media - What About Digital Media?

Lewis & Clark Community College encourages the appropriate and legal use of digital materials in the curriculum. This section discusses digital materials that may be used in courses. Note that this does not cover Library reserve materials, which are subject to a separate process.

The Internet is not the public domain. There are both non-copyrighted and copyrighted materials available. It is safest to assume that a work found on the Internet is copyrighted.

The same copyright protections exist for the author of a work regardless of whether the work is in a database, bulletin board, or on the Internet. If you want to post materials to Blackboard, create links that take you directly to articles or web sites. These materials should not be uploaded to courses as single units. The Library can create an [electronic reserves page](#) for your online class that will do this. For more information call Greg Cash at (618) 468-4330 or Liz Burns at (618) 468-4320.

Many Materials are Available to Use

If you want to use digital materials such as text, images, audio and film clips, first look for materials that are available to use without requiring special permission:

- Materials you create yourself, and for which you hold the copyright.
- Materials that are in the public domain, either because the creator has expressly made them public domain, they were created by the federal government, or because they are sufficiently old.
- Materials that have been made available by the creator under a license that allows the kind of use you want to make (for example, the Creative Commons license). Some universities have made material freely available and specifically allow faculty to copy and use them for non-commercial purposes (for example the MIT Open Courseware initiative).
-

Need More Information?

Tool for helping determine if you can use a [digital work](#).

What is Fair Use?

Section 107 of U.S copyright law contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research.

[The] fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for, or value of, the copyrighted work.

Fair-Use Guidelines for Copying

- One chapter of a book; not the entire work.
- One article from a periodical or newspaper, not the entire issue.
- One short story, short essay or short poem, whether or not from a collective work.
- One chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple copies:

One copy per student may be made if—

- *Poetry*: A complete poem, or excerpt of a longer poem, does not exceed 250 words or two pages in length. This number may be expanded to allow the completion of an unfinished line.
- *Prose*: A complete article, story, or essay not exceeding 2,500 words OR an excerpt of said works not to exceed 1,000 words/10% of the work (whichever is less). This number may be expanded to allow the completion of an unfinished paragraph.
- *Spontaneity*: The idea/decision to use a work for instructional purposes is too close in timing to when it would be used that receiving a timely response to a request for permission to reproduce it would be unreasonable.

Number of Copies:

- *Part A*: 1). A copied material is for one course at the school. 2). No more than one short poem, article, story, essay, or two excerpts can be copied from the same author. 3). No more than three short poems, articles, stories, or essays can be copied from the same collective work (i.e. an anthology) or periodical volume (i.e. the July 2018 issue of *Studies in Short Fiction*) during one semester.
- *Part B*: No more than nine instances of multiple copying in a semester.
- *Exception to the Rule*: The above does not apply to current news items/sections from periodicals and newspapers.

What is Against the Copying Rules?

- Copies cannot be made to replace/substitute anthologies, compilations, collections, etc.
- Copies cannot be made from workbooks, exercises, test booklets, or other consumable-type materials.
- Copying of the same item by the same teacher term after term is prohibited and a "request for permission" must be submitted to the copyright owner (usually the publisher).

What About Digital Media?

- The same copyright protections exist for the author of a work regardless of whether the work is in a database, bulletin board, or on the Internet.
- If you want to post materials to Blackboard, create links that take you directly to articles or web sites. These materials should not be uploaded to courses as single units. The Library can create an [electronic reserves page](#) for your online class that will do this. For more information call Greg Cash at (618) 468-4330 or Liz Burns at (618) 468-4320.
- The Internet is not the public domain. There are both non-copyrighted and copyrighted materials available. It is safest to assume a work is copyrighted.

Need More Information?

Tool to help determine if a work is in the [Public Domain](#).

Tool to help determine if your use is a [Fair Use](#)

Online Courses

Online classrooms are defined as a place for mediated learning in a closed (i.e. password protected) environment. Unlike the Web, which is public for all to use, closed environments restrict access of materials to those who have registered for a course.

The TEACH Act (2002) and the Fair Use provisions of the copyright law offer a high degree of flexibility to faculty members who wish to use copyrighted work within their online classroom. According to the TEACH Act, faculty members can use the following without seeking permission from the copyright holder:

- Performances of non-dramatic literary (textbooks, novels, poetry) or musical works in their entirety. -- A streaming audio reading of a poem, for example. Or a streaming audio of The Beatles singing "Here Comes the Sun."
- Performances of any other work (plays, movies) in reasonable and limited portions. For instance, a clip from a movie, or a short excerpt of a performed play (audio and/or video).
- Displays of any work (dramatic or non-dramatic) in proportion to what would be used in a traditional classroom. A digital copy (PDF or HTML) of a novel, poem, textbook, newspaper story, play text, movie script, music lyrics, etc. in keeping with the amount allowed under the Fair Use doctrine.

To meet the TEACH Act requirements, the online course must be restricted to those in the class, the classroom must be moderated by an instructor, and "reasonable" technological measures must be taken to prevent illegal distribution of the materials. Here are some suggestions to make any online course a "copyright friendly" environment:

- Whenever possible, link to a resource on the Web rather than copying it.
- Audio and video files should be streaming files rather than downloadable ones.

Copyright and Library Reserves

- Reid Memorial Library offers two reserve services: traditional and electronic.
- Traditional reserves: "Hard copy" items held at the Circulation Desk and have varying circulation lengths. For more information, contact the library at (618) 468-4301.
- Electronic reserves: A "Faculty Online Reserve Page" is created by library staff. Articles found through the library's research databases are linked through this page (see http://www.lc.edu/Online_Faculty_Reserves/ for examples). For more information, contact Greg Cash at (618) 468-4330 or Liz Burns at (618) 468-4320.

Copyright Resources

- <http://www.copyright.gov/> <http://www.copyright.com/>
- <http://www.ala.org/ala/issuesadvocacy/copyright/index.cfm>
- <http://librarycopyright.net/wordpress/>

Fair Use

- <http://fairuse.stanford.edu/>
- <http://www.ala.org/ala/issuesadvocacy/copyright/fairuse/index.cfm>

DMCA

- <http://www.ala.org/ala/issuesadvocacy/copyright/dmca/index.cfm>

TEACH Act

- <http://www.copyright.com/Services/copyrightoncampus/basics/teach.html>

Tools

- Is the resource in the public domain? <http://librarycopyright.net/digitalslider>
- Is this a fair use? <http://librarycopyright.net/fairuse>
- Can I use this digital work? <http://librarycopyright.net/etool>

COURSE ADDS AND DROPS

Time periods to alter student schedules are established by the Enrollment Center. During these periods, students may alter their schedules by adding or dropping courses.

Courses added after the course begins require an instructor's permission.

Eligible students may withdraw from classes through SelfService or in person with a Course Change Form submitted to the Enrollment Center or a Community Education Center.

COURSE DEVELOPMENT

Opportunities to develop new courses or to convert courses to an alternative format are sometimes available.

Faculty who want to develop a new course or significantly revise an existing course, complete the Course Development proposal worksheet (request a form by emailing Teri Kanallakan at tnkanallakan@lc.edu) before beginning course development. Reasons for new course or program development could include:

1. Evidence of student learning supports need
2. Alignment with transfer college or university directs need
3. Recommendations from Program Advisory Committee direct need
4. Changes in labor market direct need
5. Acquisition of new equipment/facilities support need
6. Accrediting agency directs need
7. Developments in the discipline support need

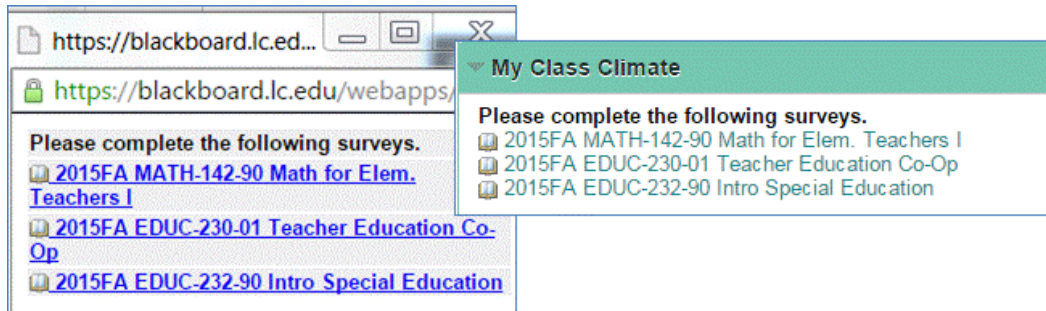
The proposal will be reviewed by the appropriate academic dean and submitted to the Academic Affairs Committee for approval. Faculty are contacted after their requests have been reviewed. Faculty may be eligible to receive a stipend for developing new courses or converting to an alternative format. Contact your Dean or Vice President of Academic Affairs for further information.

COURSE SURVEYS

Students are asked to complete online end-of-course surveys for each course they take. The surveys cover three different aspects of the learning process: the course, the faculty member, and the student. Using the software, Class Climate, the surveys are sent out one week before the withdrawal date for each full and eight-week term. The process is as follows.

- Students receive an email for each course in which they are enrolled alerting them that there is a survey available that must be completed.
 - Within the message, there is a link that is unique for each student and each course.
- The student simply clicks on the link to complete the survey.

Students are also alerted in Blackboard. When they log in, they receive the pop-up window that contains a link to each course survey. There is also a My Class Climate module on their My L&C Blackboard page that contains the necessary links.



Instructors are sent an email with links to the survey results after final grades are submitted.

The Deans are able to view all survey results by faculty member. These results are used in the performance evaluation process. In the case of adjunct faculty, program coordinators should review these evaluation results and they may be factored into staffing decisions.

COURSE SYLLABUS/COURSE OUTLINE

Faculty members are expected to teach courses according to the official course syllabus. Faculty can find course syllabi on the LC website at **Team Member>Faculty and Staff>Course Syllabus Database** http://www.lc.edu/Faculty_and_Staff/ .

Each time a faculty member teaches a course, s/he develops a Course Outline. A course outline is a customized adaptation of the course syllabus to be distributed in hard copy, posted in Blackboard, or cited for students to find online during the first class. Each course outline shall contain the following:

- Course Description as well as the Learning Objectives (both found in the official course syllabus)
- Instructor name, contact and communication information
- Faculty should state the preferred method of out-of-class communication (email address and/or phone number)
 - The language on communication should tell students how quickly they can expect a response from faculty, preferably no more than 48 hours
- Instructor policies on the evaluation of student performance.
 - Faculty should provide details about how they will evaluate students' performances, including grading rubrics.
- Descriptions of graded assignments, grading policies, and the dates when graded assignments are due
- A week by week outline of work
- A course grading scale

The Illinois Articulation Initiative (IAI) is a statewide transfer agreement, which is transferable among more than 100 participating colleges and universities in Illinois. The IAI has developed a course syllabus template that includes a course grading scale and a week by week outline.

The course outline must also contain:

- A detailed description of attendance policies.
 - These should be clear and measurable. If you lower grades due to absences, your policy should be identified. For example, "Two or more unexcused absences will result in a grade reduction of one letter grade." Or "Six or more absences during the semester will result in a grade reduction of one letter grade." The term "unexcused absence," if used, should also be defined.

- The College's statements on accommodations, counseling, and veteran services
 - A statement on cheating, plagiarism and academic integrity
 - In general, it is always easier to explain the consequences of a student's actions when the consequences are clearly stated in the course outline.
 - Consequences should be stated in neutral and measurable terms, not undefined or punitive terms.

The LC policy statements can be found at the top of the log-in page in Blackboard on the [Policies and Resources](#) page.

DRUG-FREE WORKPLACE

It is the policy of the College to comply with the provisions of the Illinois Drug Free Workplace Act, 30 ILCS 580/1 et seq. and to take all reasonable steps to ensure a workplace free of illegal drugs and to strictly prohibit employees from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances, being under the influence of alcohol or other intoxicating substance, or abusing any drug although legally obtained (such as a prescription drug) by not using the drug for prescribed purposes or not taking the drug according to prescribed dosages at the workplace or while otherwise conducting College business whether on or off the College premises.

Prohibition

Whenever employees are working or present on College premises, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing illegal drugs;
- Being under the influence of alcohol or illegal drugs; and
- Possessing or consuming alcohol.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medication's effect on their ability to work safely and must promptly disclose any restrictions to their supervisor. Employees should not, however, disclose the underlying medical condition unless specifically directed to do so.

Definitions

"College Premises" includes all buildings, offices, lockers, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the College.

"Illegal drugs" means cocaine, amphetamines, heroin, PCP, marijuana and all other substances listed in Schedules I-V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), as now or hereinafter amended, as well as any controlled substance as defined in the Illinois Controlled Substance Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550) or any other substance that have no recognized medical use but are not listed in the controlled substances schedules (e.g. "designer" or "club" drugs).

"Under the Influence of Alcohol" means an alcohol concentration of .02 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the Influence of Drugs" means a confirmed positive test result for illegal drug use.

Criminal Convictions, Pleas and Sentences

Employees who are convicted of, plead guilty to (including a plea of nolo contendere), or are sentenced for a crime involving illegal drugs in the workplace must report the conviction, plea or sentence to the Human Resources Office within five (5) days after such conviction, plea or sentence. If an employee who is convicted of, pleads guilty to or is sentenced for a crime involving illegal drugs performs work directly relating to the College's contracts/grants with the state and/or federal

government, the College will report such a conviction, plea, or sentence to the state and/or federal government within ten (10) days after it receives notice of such conviction, plea or sentence.

Employees who are required to operate a vehicle as part of their job duties whose license is suspended and/or revoked at any point during employment must immediately report the change in license status to the supervisor. Failure to report a change in license status will result in discipline, up to and including termination. The College will evaluate the circumstances surrounding each reported change in license status to determine the impact on the employee's job and any further response by the College.

Required Testing

Pre-Employment: All applicants must pass a drug test before beginning work or receiving an unconditional offer of employment. The College President or his designee may require an employee to submit to a drug or alcohol test, if he determines there is reasonable individualized suspicion for such testing. Any or all employees who are required to possess a commercial driver's license (CDL) as a term or condition of employment may be required to participate in random drug/alcohol testing, provided that any such random testing shall be in accordance with applicable federal and/or state regulations relating to employees with CDL licenses.

Collection and Testing Procedures

Employees subject to alcohol testing shall be sent or driven to a College-designated clinic and directed to provide breath specimen. Specimen shall be collected by trained technicians using federally-approved testing devices which are regularly calibrated and capable of producing printed results that identify the employee. Applicants and employees subject to drug testing shall be sent or driven to a College designated clinic and directed to provide urine specimen. Applicants and employees may provide split specimen and may provide specimen in private unless they appear to be 106 submitting an altered, adulterated or substitute specimen. Collected specimen shall be sent to a federally-certified laboratory and tested for evidence of marijuana, cocaine, opiate, amphetamine, PCP and all other "controlled substances" as defined by the federal Controlled Substances Act (21 U.S.C. § 812), the Illinois Controlled Substance Act (720 ILCS 570) or the Illinois Cannabis Control Act (720 ILCS 550). A chain of custody shall be established from the time specimen are collected through testing and storage. The laboratory shall transmit positive drug test results to a medical review officer ("MRO"), retained by the College, who shall offer persons with positive results a reasonable opportunity to establish whether their results are caused by prescribed medicines or lawful substances. Persons with positive test results may ask the MRO to have their split specimen sent to another federally-certified lab to be tested at their own expense. Such requests must be made within three days of the notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as having passed the test.

Consequences

Applicants who refuse to cooperate in or fail to pass a drug test will not be hired. Employees who refuse to cooperate in required tests, who test positive for being under the influence of alcohol or illegal drugs, or who use, possess, buy, sell, manufacture or dispense illegal drugs or alcohol in violation of this Policy will be subject to discipline up to and including termination.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and shall be maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Violation

Any employee who violates the provisions of this policy shall be subject to discipline, up to and including termination. Nothing contained herein shall preclude the College from requiring

satisfactory participation in a drug abuse assistance or rehabilitation program in lieu of or in addition to disciplinary action, up to and including termination.

Notice

The College shall establish a drug-free awareness program; provide a copy of this policy to all employees and post a drug free workplace statement in a prominent place in the workplace.

EMERGENCY ALERT NOTIFICATION

LC Alert is Lewis and Clark Community College's Emergency Notification System. In the case of an emergency on campus or a school closing due to inclement weather, important notices will be sent via voice, text, email and social media using the LC Alert system.

For your safety, students and employees are automatically registered to receive these important alerts using the contact information in our enrollment and human resources databases.

Please follow the instructions below to check your account annually and request changes or updates as needed.

2018 Update

LC Alert recently migrated onto a new platform for emergency notifications. Any changes made to your profile in the old system, including contact numbers and email addresses added, may not be reflected.

Please log in using your lc.edu email address and password to verify your contact information and make sure we're connecting with you effectively.

Instructions

Faculty & Staff

- Please log in at <https://www.getrave.com/login/lc> using your lc.edu email address and password. **NOTE: If you are a new employee, please allow at least 24 hours for us to get you into the system.
- Click on your username in the upper right-hand corner of the screen and select "My Account" from the dropdown menu.
- From "My Account," you can change your password or add additional phone numbers and email addresses as desired.
- To make changes to your default phone number or email address, please contact HR.
- Once your info looks correct, log back in and click the yellow "test" button to see how notifications will work on your various devices.

Be sure to check in each semester to ensure you will receive timely alerts in the event of an emergency or school closing.

EMERGENCY TELEPHONE NUMBERS

Campus Safety

Located at Elm, Room 2 (white house at north entrance)
Office Hours, 24 hours per day
Phone Number(s) – (618) 468-2300 or Dial 0 from Campus Phone

Brad Raish – Director of Campus Safety
(618) 468-3160, FAX (618) 468-7177
E-mail: braish@lc.edu

Maintenance Office – Daytime dial 3121. Evening Hours (Monday – Thursday, 4:30pm – 7:30pm), dial 0 for dispatch.

Campus Safety ensures the safety of students, faculty, staff and visitors to the Lewis & Clark Community College campus. The Campus Safety office is located at the north entrance of campus and is staffed 24-hours a day. Campus Safety is alerted of all 9-1-1 calls as received by the Madison County 9-1-1 service. To report a crime or criminal activities contact the Director of Campus Safety, the Vice Presidents or Deans of the College. The campus provides counseling services for victims or witnesses of crimes. Counseling services may be reached by calling (618) 468-4125. All services through the Campus Safety and Counseling Offices are confidential.

If you have a problem in the classroom that requires emergency attention due to seriously disruptive or threatening student behavior, contact Campus Safety by dialing 0 or simply take the phone off the hook if you wish to be discreet. A Campus Safety Officer will arrive at the classroom promptly to assist with the problem. After the incident is addressed, the faculty member should file an **Incident Report**.

Concern Reports should be completed by individuals who have a concern about a student. The Concern Report is located at <https://www.lc.edu/reporting/> or click "About" from the homepage, then "Safety and Security." Concerns about students may arise through observations of student behavior or appearance, such as, is the student tearful/crying, socially isolated, evidencing mood swings, intimidating to others? Other concerns arise when a student tells you about a significant issue such as a loss, relationship problems, problems of abuse or legal problems. Incident Reports and Concern Reports are submitted to the Vice President of Academic Affairs for response. The Vice President works with counseling, Campus Safety, and other staff and agencies in fact-gathering and responding.

EQUAL EMPLOYMENT OPPORTUNITY

In accordance with applicable law, Lewis and Clark Community College insures equal opportunities are offered in the employment of individuals regardless of sex, race, ethnicity, color, creed or religion, national origin, disability, age, marital status, military status, sexual orientation, and other protected categories. Any inquiries, complaints or grievances concerning this policy may be made to the Director of Human Resources, the Vice President of Administration, or the College President or his/her designee.

ETHICAL CONDUCT

Gift Ban

All employees are required to comply with the Board Policy on Ethics and Conflict of Interest and with State laws governing the ethical conduct of public employees. Employees and their family members are prohibited from intentionally soliciting or accepting any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. The prohibition on accepting gifts extends to gifts from "prohibited sources" which are defined by law to include individuals who are seeking official action by an employee, who do business with or are seeking to do business with the College, have interests that may be substantially affected by the performance or non-performance of the employee's official duties, or who are a registered lobbyist. This prohibition is not intended to extend to the distribution of educational materials, gifts from relatives, anything provided by an

individual on the basis of a personal friendship, food or refreshments not exceeding \$75 per person in value on a single calendar day under conditions provided by law, or any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

An employee who receives a gift from a prohibited source should: 1) promptly return the gift; or 2) donate the gift or an amount equal to its value to a 501(c) (3) charity; and 3) report the gift and response to their immediate supervisor. Employees who violate the restrictions on receipt of gifts will be subject to discipline, in addition to any further action taken in compliance with State law.

Conflict of Interest College employees must disclose any personal interest they may have in any business transactions of the College to their immediate supervisor as soon as the employee discovers the interest.

Political Activities

College employees are prohibited from engaging in political activity during working hours or while using College property and resources. No College employee shall use his or her official position of employment to coerce or inhibit others in the free exercise of their political rights.

EXAM PROCEDURES

Printing - Two options are available for the printing of exams: 1) The faculty member may take the exam to the print shop (Fobes 2521) or 2) The faculty member may duplicate the exam on a copier. There is no difference in printing and copying costs, so either method may be used.

Proctoring - Faculty are expected to administer their own exams. If an emergency occurs, arrangements for proctoring exams can be made with another faculty member or program coordinator.

Grading - Grading should be done by the faculty member. By personally grading exams, quizzes, etc., the faculty member can assess the quality of questions asked, how well each student is doing, and content areas that students may not have mastered.

FACULTY ORIENTATION

Full-time faculty must attend fall and spring semester faculty in-service week activities. Adjunct faculty are welcome to attend those in-service sessions as well as departmental meetings that are held throughout the semester.

FIELD TRIP/MANDATORY FIELD WORK

Students must complete a liability release before participating in any field trips, including mandatory program field work. Health Sciences provide faculty with forms, for others, the following Liability Release Form should be used.



FIELD TRIP/OUT-OF-CLASSROOM PARTICIPATION CONSENT

The _____ class will take place at
(Course Title)

Field Trip/Out-of-Classroom Activity Location)

on _____. This activity will provide students the opportunity
(Date)

to enhance their learning experience by participating in this field trip/out-of-classroom

experience.

Students are to report to _____ at
(Location)

_____ : _____ a.m./p.m. on _____
(Date)

Students are responsible for their own transportation unless provided by the College.

By signing this release, I acknowledge that I am voluntarily undertaking this activity in full consideration of the educational opportunity provided. I agree to assume responsibility for my participation in this activity and voluntarily waive, release and hold harmless Lewis & Clark Community College, its elected officials, officers, employees and agents from any and all claims, causes of action and damages for bodily injury that I may suffer as a result of or in any manner connected with, directly or indirectly, my participation in this activity.

Date

Student's Signature

College Representative (Faculty Member)

FINAL EXAMINATION POLICY

Instructors who administer a final examination should plan to use the last one or two regular class periods for the exam. The percentage of the final exam's value in determining a student's final grade should be identified in the student evaluation section of the course outline.

FRAUD, WASTE AND ABUSE POLICY

Purpose

To maintain a fraud, waste, and abuse awareness program that includes annual training and guidelines for reporting suspected fraud, waste, abuse and misconduct related to government operations.

References

Grant Accountability and Transparency Act (GATA)

Applies To

All Lewis and Clark Community College (L&C) elected officials, employees and non-L&C workers (contractors, contract workers, grant sub-recipients, vendors, interns, and volunteers).

Note: Non-L&C workers assigned to L&C are expected to adhere to the standards of conduct outlined in this policy while on L&C premises or otherwise conducting L&C business.

Definitions

Fraud: The use of one's employment or business relationship with L&C either for improper or unauthorized personal or third-party (including L&C) enrichment or advantage, or for the improper or unauthorized detriment to L&C, through the deliberate misuse or misapplication of L&C processes, resources, or assets, including the use of funds inconsistent with the purpose or parameters authorized.

Fraud Risk Assessment: The identification and analysis of fraud risk determining appropriate management strategies and controls, such as an overall risk management assessment.

Waste: The careless or needless expenditure of L&C funds (including but not limited to public or private grant funds) or the consumption of L&C property that results from deficient practices, systems, controls, or decisions.

Abuse: The intentional excessive or intentional improper use of L&C or, if applicable, state, federal or private foundation resources to the detriment or potential detriment of L&C. This definition includes the intentional destruction, damage, sabotage, diversion, manipulation, misapplication, maltreatment, or misuse of said resources.

Detriment: As determined by the Ethics Officer, the detriment to L&C caused by fraud, waste, or abuse must be of some importance to L&C under the particular circumstances, having more than an incidental impact on L&C, but not necessarily having a material, significant, or consequential impact on L&C in every situation.

General Statement

L&C maintains a culture of honesty and ethical behavior. Fraud, waste, abuse and other misconduct related to governmental operations are prohibited at L&C. A coordinated system of internal processes and controls is maintained at L&C to reduce the potential for the occurrence of fraud, waste, abuse and other misconduct and to minimize their impact in the event they occur. L&C

employees, elected officials and non-L&C workers participate in an ongoing program of awareness and education.

Covered Acts

An illustrative list of acts that are covered by this policy is presented below. This list is not comprehensive and is provided only as an example of acts covered by this policy. In addition to direct commission of a covered act, use of one's authority or position to influence or coerce another to commit a covered act will be viewed the same as having committed the act directly and will subject that employee to corrective action as well.

- Any fraudulent act, actual fraud or financial irregularity.
- Crimes or violations of the law or governmental regulations.
- Forging or altering any document, software or report, so that the resulting payments or debits are credited or charged to the wrong person.
- Misappropriation/misuse of funds, supplies, property or other assets and/or failing to properly account for, track or support the use of said funds.
- Taking, for one's personal use, any assets that belong to L&C.
- Using L&C resources (e.g., email, servers, computers, facilities, or personnel) to conduct any business that does not relate to L&C business or directly benefit L&C, excluding incidental use.
- Seeking or receiving payment from an elected official, employer, contractor, vendor, sub-recipient, volunteer, intern or employee in exchange for making an L&C-related decision which favors that person or business, or providing or manipulating any other L&C-related service to the elected official, employer, contractor, vendor, sub-recipient, volunteer, intern or employee.
- Corruption, bribery or blackmail.
- Endangering the health or safety of an individual.
- Intentionally distorting the truth to an elected official, employee, employer, contractor, vendor, volunteer, intern or employee or an entity in a contractual relationship with L&C to convince the person, employer, or entity to give up money, property, some right or entitlement, or other possession rightfully belonging to that person, employer, or other entity for personal reasons, such as personal gain or recognition, or to benefit L&C improperly.
- Intentionally taking any action that results in a benefit, advantage, or outcome to which the recipient is not entitled such as circumventing established procedures or policy.
- Intentionally destroying records, furniture, equipment, information, or other assets belonging to the college without proper authorization.
- Intentional timesheet misreporting.

- Signing up for a class or other activity requiring the expenditure of L&C funds and then inexcusably failing to attend the class or activity.
- Providing false or misleading information in an application or narrative process or financial status document.
- Taking steps intended to hinder the detection of any of the above activities.

Reporting Procedure

All employees, elected officials and non-L&C workers covered by this policy must promptly report any detected or suspected fraud, waste, abuse or other misconduct. It is the intent of management to attempt to maintain the confidentiality, to the extent possible, of any employee or other individual reporting such activities. However, absolute confidentiality cannot be guaranteed. An employee or other individual acting in good faith in reporting detected or suspected fraud, waste, abuse or other misconduct will not be subject to any reprisals, retaliation, threats, coercion, or similar acts for having disclosed such activities.

An employee should make a report under this policy to the employee's direct supervisor or the Ethics Officer/Vice President of Administration. Employees, elected officials and non-L&C

workers may choose to make the report to the Ethics Officer/Vice President of Administration, President, General Counsel, or L&C Fraud and Ethics Email or Hotline, if the reporter believes it is necessary under the circumstances.

If a report is made to an employee's supervisor, the supervisor must promptly consult with the Ethics Officer/Vice President of Administration, President and/or General Counsel (as appropriate under the circumstances). The Ethics Officer/Vice President of Administration or General Counsel must promptly notify the College President and/or Chairman of the Board (as appropriate under the circumstances).

The College President and/or Board Chairman, working in conjunction with the General Counsel or their designees, will promptly notify the Ethics Officer/Vice President of Administration or other individuals as appropriate to investigate the report.

The report may be verbal or written, and may be made by anyone having knowledge of the suspected activity.

If the employee chooses, an anonymous report can be submitted to L&C Fraud and Ethics Email (ethics@lc.edu) or by calling (618) 468-4392 (4FWA) or to the VP of Administration/Ethics Officer.

After making the initial report, the reporting employee should not take any further action to investigate. To protect the personal safety and privacy of L&C employees and to preserve the integrity of the investigation, the reporting employee:

- Should not contact the employee or other individual who has been reported for any purpose, except for normal job duties, including efforts to gather additional information or demand restitution; and
- Should not discuss the report with anyone other than the person assigned to the inquiry.

Detection and Investigation

All managers and supervisors should take steps necessary to be familiar with the opportunities for impropriety that exist in their area of responsibility, and be alert for any indication of fraud, waste, abuse or other misconduct described in this policy. All managers and supervisors should be aware of fraud risks impacting their respective areas, as well as any College-wide fraud assessment. **All allegations of impropriety reported under this policy must be investigated, regardless of the employee's length of service, position, or title.**

After the investigation, the investigator shall prepare a report to the individuals who assigned the investigation of the investigation results.

The above individuals, as deemed necessary, will determine whether: (a) L&C resources may have been lost, misappropriated, or misused; (b) any unlawful or prohibited conduct has occurred in relation to L&C operations; or (c) the findings warrant referral to outside enforcement and/or prosecutorial agencies. If so, the President, General Counsel and Ethics Officer/Vice President of Administration, or their designees, where appropriate, shall provide a report to the Board of Trustees Chair and will contact appropriate outside agencies, if any, as applicable. The President, in consultation with the General Counsel, shall determine the actions appropriate to recover any losses.

After the conclusion of the investigation, the Complainant will be informed generally of the results of the investigation.

Confidentiality

To the extent allowed by law and consistent with responsibilities under this policy, employees who

make or receive a report under this policy or who have responsibilities for investigation or other actions under this policy shall at all times maintain the confidentiality of communications made under this policy, to the extent practicable.

Awareness Training

L&C maintains an ongoing program of fraud, waste, and abuse awareness training to ensure that all L&C employees understand this policy and their roles and responsibilities in detecting and preventing fraud, waste, and abuse. The program shall be communicated annually to employees, contractors and sub recipients. Information shall be readily available at all times to L&C employees regarding fraud, waste, and abuse through multiple channels of communication.

Corrective Action

Employees - corrective action, up to and including termination -- may be taken against employees who:

- Have been found to have committed any of the covered acts or other activities prohibited in this policy or other acts determined to be fraudulent, wasteful, abusive or wrongful;
- Condone, permit, or have knowledge of prohibited conduct and do not take appropriate action to report such activity;
- Fail to cooperate or make false statements in connection with investigations under this policy;
- Exercise reprisal, retaliation, threats, coercion, or similar acts against another employee for making a report under this policy;
- Retaliating against an individual for reporting or cooperating in an investigation of fraud, waste abuse or other misconduct.
- Knowingly make a false report of fraud, waste, abuse or other misconduct.

Non-L&C Workers - violation of this policy may result in notification to the individual or contractor that the contractor, contract worker, sub-recipient, vendor, may no longer provide services to L&C or in the termination of an internship or volunteer opportunity, as applicable.

Employees and Non-L&C Workers may also face criminal and civil penalties under Illinois state law for conduct that violates this policy.

GIFTS, PRIZES AND THE IRS

According to IRS regulations, most gifts (cash/cash equivalents or tangible property) given to an employee by an employer are considered wages. So in the eyes of the IRS, those wages must be treated as taxable income. The value of such a benefit must be added to an employee's pay and is subject to tax and other applicable withholdings. However, there are exceptions to the regulations. Some such benefits are considered nominal or *de minimus* benefits because they are considered to have little value. The IRS also allows an exception for gift items (but not gift cards) given to our employees for service recognition (at 5 year intervals) if they are part of a "qualified plan," which ours is.

According to the IRS: "Cash and cash equivalent items (gift cards), no matter how little, are never excludable as a *de minimus* benefit." For instance, if an employer gives each employee a turkey, it would be a *de minimus* fringe benefit. If the employer gives each employee a voucher for a turkey that can be picked up at a specific supermarket, it would be a *de minimus* fringe benefit. But if the

employer gives his employees vouchers with a maximum value of \$20, it would not be a *de minimus* benefit. Even if an employee selects a turkey costing only \$18, he would still be taxed on the maximum value of the voucher. You can see how complicated the rules are.

So what does all of this mean to our employees? Whenever gifts are given to our employees, the following policies will apply:

1. Service Recognition Awards, Holiday Gifts, Safety Program Awards and Other Prizes or Giveaways (United Way, etc.)
 - Because the IRS does not define the maximum value for a *de minimus* benefit, the College has decided to use the maximum value of \$75 for gift items as stated in our Ethics Policy (which includes our Gift Ban policy).
 - Gift items valued at \$75 or less will not be taxable. All gift items greater than \$75 in value are taxable.
 - All gift cards of any value are taxable.

Please keep in mind that these policies are required due to IRS regulations.

Employees will need to decide if they want to register for gift giveaways or accept a gift that will require them to pay a tax. A Taxable Gift Form will be submitted to Finance for all gift cards and any gift items that are taxable. The tax and applicable withholdings for taxable gifts and all gift cards will be deducted from the employee's pay and reported on the employee's pay advice.

GRADES

Faculty have the responsibility and sole authority for assigning grades. Faculty are accorded much latitude and freedom in setting standards, establishing requirements, evaluating performance and assigning grades. As instructors, this responsibility involves clearly stating the instructional objectives of a course, defining how grades will be assigned in a way that is consistent with those objectives, and then assigning grades. It is the student's responsibility to understand the grading criteria and then maintain the standards of academic performance established for each course in which he or she is enrolled.

Reporting Course Grades

➤ ***Reporting under Normal Circumstances***

Policy – Course grades are to be assigned by the instructor of record.

Procedure – The instructor will complete and submit final grades in the manner prescribed by the Enrollment Center within established deadlines. This involves logging into blazernet and submitting each student grade for each course taught.

➤ ***Reporting under Extraordinary Circumstances***

Policy – The Dean and/or Vice President for Academic Affairs may assign grades only if:

1. The instructor is unable to assign a grade due to the following:
 - a) death
 - b) incapacitating illness
 - c) refusal
 - d) extraordinarily unusual circumstances
2. The instructor assigned an unwarranted grade while in an impaired physical and/or emotional state.

Procedure –The Dean and/or Vice President of Academic Affairs will instruct the Registrar to record the grade(s) accordingly after having consulted with the program coordinator and/or a tenured faculty member in the discipline.

Correcting Course Grades

Policy – Grade corrections require the instructor to certify that an error was made in computing or recording the grade. In the event an instructor is not available to correct a grade, the Dean is authorized to take appropriate action. In doing so, the Dean must stipulate that there is sufficient evidence in the instructor's grade book or other documented evidence to indicate the grade was incorrectly assigned or that the instructor has authorized the correction by telephone, letter, e-mail, etc. No grade correction can be made if more than three (3) years have passed since the initial grade was awarded.

Procedure – The instructor or Dean submits a "Grade Correction Form" to the registrar.

Grade Assignment - The following letter grades are used at L&C.

A	Superior Performance
B	Good Performance
C	Average Performance
D	Poor Performance (may not qualify as a passing grade in some programs)
F	Failing the Course
PR	Progress Re-enroll, made progress but did not successfully complete <u>developmental courses</u> . Awarded "PR" at the discretion of the instructor. No credit earned and no grade point value. Can be awarded only once per course.
W*	Withdrawal - Student initiated, not assigned by instructors.
AU	Audit, no credit - Student initiated, not assigned by instructors.
I**	Incomplete, did not complete the requirement of the course. Work must be completed at least two weeks prior to the end of the next semester or a grade of F will automatically be recorded on the transcript.
S	Satisfactory, awarded for completion of those courses designated as pass/fail.
X	Unsatisfactory, indicates failure to satisfactorily complete the requirements of a designated pass/fail course.

WA, WB, WC, WD, WF, WI, WS, WX, WPR identify grades forgiven through Academic Renewal.

*W Withdrawal - Students must contact the Enrollment Center or Community Education Center (CEC) in writing to withdraw from classes. Instructors cannot withdraw students from classes. Withdrawal must occur within the published deadlines in the Schedule of Classes. Students may withdraw by completing a Withdrawal Form in the Enrollment Center, Baldwin 1450 or at their nearest CEC or students may send a letter requesting withdrawal (postmarked by the published deadlines) including a signature and social security or student ID number to the Enrollment Center, Baldwin 1450, or fax their signed request to (618) 468-2310. Eligible students, in good academic standing and with no registration restrictions, may withdraw online through SelfService.

Students are not permitted to withdraw from a class after the published deadlines of the semester. In cases where extenuating circumstances exist, the student must file a written request to the Academic Vice President. A grade of "W" may be issued to the student if authorized.

**I Incomplete Grade - Incomplete grades should be given only when documented extenuating circumstances (e.g. Student becomes ill and misses the last week of

classes) have prevented the student from successfully completing all course requirements. "I" grades should only be considered for students unable to complete course requirements after the withdrawal grade deadline. **For each Incomplete given, a Incomplete Contract ([Incomplete contract](#)) should be completed specifying the requirement for completion of the course and time period for completing the requirement(s).**

When the student receiving the "I" completes all of the requirements of the course, a final grade should be submitted to the Enrollment Center as quickly as possible. Final grades must be submitted two weeks prior to the end of the next regular semester. Do not wait until the end of the semester.

If the student does not complete the requirements of the course two weeks prior to the end of the following regular semester, a grade of "F" will be recorded by the Enrollment Center. Requests for extensions of "I" grades beyond the following regular semester are not appropriate.

It is required that faculty either include in their course outlines a description of possible grades and the circumstances under which a faculty member will award them or, at a minimum, refer students to the Catalog.

Recording Grades and Maintaining Grade Records - Faculty are requested to maintain a record of course grades for four years. Each course has a Blackboard shell, making it easy to enter and maintain grades in the Grade Center. From the Grade Center, grades can be downloaded to Excel and stored. The second benefit of using Grade Center is that students can access their course grades in Real Time, an expectation that many students develop after taking a course in the Blackboard Learning Management System. For assistance contact the Office of Technology Enhanced Learning at 468-2617 or 468-2611.

Grade Changes - The new email accounts to send all record/registrar requests are listed below with a description of each one: Records@lc.edu.

- This email account will be used for in house purposes only. This will be for faculty and staff to communicate to the Registrar the following needs and requests:
 - Substitutions/Exceptions
 - Grade Changes
 - Prior Learning Credit
 - AGS Degrees
 - 30 & Out Degrees
 - Degree Audit/Eval Issues
 - Duplicate Records

Grade Point Average (GPA) - L&C uses a quality point average system on which "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0. Overall averages are computed by dividing the total quality points earned by the total hours completed.

For example: $30 \div 13 = 2.308$ GPA

1 hour of	A	=	1 x 4.0	=	4
4 hours of	B	=	4 x 3.0	=	12
6 hours of	C	=	6 x 2.0	=	12
<u>2 hours of</u>	<u>D</u>	<u>=</u>	<u>2 x 1.0</u>	<u>=</u>	<u>2</u>
13 hours			grade points		30

PR, AU, I, S, W, and X are not counted when computing the GPA.

Grade Posting - Posting students' grades outside of a classroom or office using a known identifier such as a social security number or part of a social security number is in violation of the Family Education Rights and Privacy Act (FERPA.) It is also not appropriate to use students' IDs to post grades. Grades will be posted in SelfService (www.lc.edu). Hard copy grade reports are no longer automatically sent to students. However, students can request a hard copy report each semester at the Enrollment Center.

Any questions regarding the FERPA should be directed to the Dean of Student Experience.

GUIDELINES FOR WORKING WITH CHILDREN AND STUDENTS

College employees who work with children, including students who are minors, are expected to conduct themselves professionally and in a manner to prevent child abuse. In addition, those College employees who are mandated reporters under State law should follow Department of Children and Family Services (DCFS) policies and must report any suspected abuse regardless of the source. Mandated reporters include medical personnel, social service and mental health personnel, law enforcement personnel, and child care personnel. Any employee who works with children, though, may report suspected child abuse to the DCFS Hotline. It is not the responsibility of any employee to decide whether or not child abuse has taken place; rather, the employee's responsibility is to raise concerns to a supervisor, Campus Safety, and/or to DCFS.

Employees are additionally expected to avoid behavior that may constitute or be perceived as potentially abusive behavior toward children and all students. Inappropriate behavior includes: 1) hitting, physically assaulting or verbally abusing children or students; 2) developing physical/sexual relationships with children and students; 3) developing relationships with children that could in any way be deemed exploitative or abusive; 4) behaving physically in a manner which is inappropriate or sexually provocative in the presence of children and students; 5) doing things for children of a personal nature that they can do for themselves; 6) condoning or participate in, behavior by children or students which is illegal, unsafe or abusive; 7) spend excessive time alone with children and students away from others or in an unobserved setting; 8) engaging in any other conduct toward children or students that may violate the College's policies.

Harassment: Anti-Harassment, Including Sexual Harassment Policy

Statement of Policy

A working and learning environment that is free from any form of unlawful discrimination, including harassment on the basis of any legally protected status, is essential and shall be maintained. It is a violation of College policy for anyone, including any College employee, elected official, vendor, volunteer, student, contractor, visitor or third party to discriminate against or harass another individual in the workplace, educational environment, at College-sponsored activities, or elsewhere if there is a connection to the workplace or learning environment, on the basis of any legally protected group status, and the College will not tolerate any form of discrimination or harassment. Violation of this Policy shall be considered grounds for corrective action, including disciplinary action, up to and including expulsion from the College or termination of employment.

Prohibited Conduct

The conduct prohibited by this Policy includes unwelcome conduct, whether verbal, physical or visual, that is based upon an individual's protected status, including but not limited to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, gender-related identity or any other protected group status as defined by law. The College will not tolerate harassing conduct that affects tangible job benefits or educational development, that interferes unreasonably with an individual's work or educational performance, or that creates an intimidating, hostile or offensive working or learning environment.

Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based upon his or her protected status.

Reporting and Investigation

Every elected official, employee, student, volunteer, contractor and visitor is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment under this Policy.

Any person who believes he or she has been subjected to sex-based discrimination, sexual harassment or any other form of sex-based misconduct, who has been informed of conduct constituting sex-based discrimination, sexual harassment or other sex-based misconduct, or who witnesses sex-based discrimination, sexual harassment or other sex-based misconduct, should promptly submit a report to the College's Title IX Coordinator. For additional information regarding the College's prohibition on sex-based misconduct and procedures for addressing sex-based misconduct, please see the College's Sex-Based Misconduct Policy and Procedures, which can be found at www.lc.edu/4rsv. All reports and complaints alleging sex-based discrimination, sexual harassment or other sex-based misconduct shall be processed in accordance with the College's Sex-Based Misconduct Procedures, which can be viewed at:

www.lc.edu/uploadedFiles/Pages/Consumer_Information/Sex%20Based%20Misconduct%20Procedures%20LC%20Fall%202020.pdf

Anyone who believes they have been subjected to discrimination or harassment based on a category or categories other than sex, who has been informed of conduct constituting discrimination or harassment based on a category or categories other than sex, or who witnesses discrimination or harassment based on a category or categories other than sex, should promptly submit a report in accordance with the procedures outlined below. It is critical in establishing a workplace and educational environment free of discrimination and harassment that an individual who experiences or witnesses such conduct has access to a mechanism for reporting such conduct. At the same time, the purposes of this Policy against harassment are not furthered where a report or complaint is found to be frivolous or made in bad faith. A report or complaint that is determined to be frivolous or made in bad faith may result in disciplinary consequences, up to and including discharge or expulsion.

1. Reporting Non-Sex Based Discrimination and Harassment

Students who wish to report non-sex based discrimination or harassment should contact the Vice President of Academic Affairs, Vice President of Student Affairs, or the Vice President of Administration.

Individuals are expected to come forward promptly and report any violations before the alleged offending behavior becomes severe or pervasive. Supervisors are required to immediately report any and all incidents of alleged discrimination or harassment reported to or observed by them.

All employees are required to promptly report discrimination and/or harassment involving students to the Vice President of Administration. Notwithstanding the foregoing, this Policy does not require an employee to report such harassment or discrimination to the individual who is creating the harassment or discrimination. No employees, not even the highest-ranking people in the College, are exempt from the reporting requirements of this Policy.

2. Investigating Complaints of Non-Sex Based Discrimination and Harassment

The Vice President of Administration and/or the Vice President of Academic Affairs shall be responsible for the investigation procedures contained herein. If an employee receives a report or complaint of harassment directly from another employee, the report or complaint shall be immediately forwarded to the Vice President of Administration.

a) Any individual wishing to submit a complaint (i.e., the "complainant") alleging non-sex

based discrimination or harassment, whether the victim or a bystander, may submit his/her complaint to the appropriate Vice President or President (Employees, volunteers, elected officials, contractors and/or visitors - Vice President of Administration or President; Students - Vice President of Academic Affairs or Student Affairs). Employees, students and other individual third parties in the workplace may make their complaint verbally or in writing as the individual sees fit. Alternatively, the complaint may be submitted electronically. To the extent possible, individuals should include as many specific facts and as much information as possible (e.g., location, names, dates, times) to facilitate investigation. All such complaints should be submitted promptly.

- b) The Vice President of Administration and/or the Vice President of Academic Affairs or a designee shall promptly and thoroughly investigate the complaint.
- c) If the College determines that a violation of this Policy has occurred, the College will take corrective action, including discipline, up to and including expulsion or discharge, as is appropriate under the circumstances. In the event of harassment by an individual who does not work for the College, the College will take corrective action as is reasonable and appropriate under the circumstances.

Resolution of Complaints

Complaints of discrimination or harassment that are based on categories other than sex may be resolved either informally or formally. Informal resolution is voluntary. In the event that either party does not wish to participate in informal resolution or the applicable Vice President determines that informal resolution is inappropriate, the formal investigation and resolution process will be initiated.

Prohibited Retaliation

Good faith reporting of alleged discrimination or harassment will not reflect adversely upon an individual's employment or educational status. Retaliation is prohibited and persons found to have retaliated or discriminated against an employee, student or other individual for reporting or complaining about discrimination or harassment, or for participating in an investigation of alleged discrimination or harassment, will be subject to appropriate disciplinary action, up to and including expulsion or discharge. Among the acts protected under this section are: making a good faith report or complaint of harassment; assisting or cooperating in an investigation of a complaint by someone else, whether internally or with an external agency; filing a charge of discrimination or harassment; or otherwise providing information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited by this Policy include, but are not limited to: intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Anyone experiencing or witnessing any conduct he or she believes to be retaliation should immediately report it pursuant to the reporting procedures above.

Confidentiality

The right to confidentiality of the complainant and the accused, and of witnesses who participate in an investigation, will be respected to the extent possible, provided that maintaining such confidentiality does not interfere with the College's obligations to investigate allegations of misconduct and to take corrective action when such misconduct is found to have occurred.

Other Options for Assistance

Those who feel they have been subject to harassment, discrimination or retaliation may seek assistance from other resources, including but not limited to the Illinois Department of Human Rights, the Office for Civil Rights or the Equal Opportunity Employment Commission. These agencies may be contacted at the following addresses:

Illinois Department of Human Rights
State of Illinois Center

Illinois Human Rights Commission
State of Illinois

100 West Randolph Street, Suite 5-100
Chicago, IL 60601
312-814-6245

The Office of the Civil Rights/Chicago
U.S. Department of Education
Citigroup Center
500 West Madison Street, Suite 1475
Chicago, IL 60661
312-730-1560

222 South College Street, Room 101
Springfield, IL 62704
217-785-5100

The United States Equal Employment Opportunity
1222 Spruce Street, Room 8.100
St. Louis, MO 63103
800-669-4000

FAMILY HEALTH CLINIC

The Family Health Clinic is located in Fobes 1525. The Clinic is staffed by certified nurse practitioners and registered nurses. The clinic provides preventive, acute, and chronic care to all members of the campus community. The clinic also serves the entire Lewis and Clark district, so family members of employees are welcome. Preventive services include such things as: flu shots, glucose, cholesterol, and blood pressure monitoring. Acute care involves diagnosis and treatment of simple health problems, such as upper respiratory infections, strep throat, sinus infections, and other similar conditions. The center also provides well-woman exams, annual physicals, sports, and college program physicals. The clinic is able to monitor chronic conditions such as diabetes and hypertension. Nurse practitioners are able to write prescriptions to assist in patient care. There is 24 hour on-call coverage for the clinic. The Family Health Clinic will assist in-campus emergencies. Any injury or illness that requires hospitalization will be treated, as necessary, and an ambulance will be called to transport the individual to the hospital.

The Family Health Clinic also has a lactation room for mothers to breast pump or breast feed while on campus. This room is available for students, faculty, and staff. The room available has a table, chairs, and a sink available for the mother's use.

Hours are 8 – 4:30 p.m. Monday through Friday. Appointments as well as walk-ins are welcome. For additional information, call 468-6800.

HELP DESK (618) 468-HELP(4357) PROCEDURES

The Helpdesk is a service designed to assist all faculty and staff with college related network, computer and printer (not personal devices) and telephony problems. Hours of operation are 8 a.m. – 4:30 p.m. with a technician on call until 8 p.m. Monday through Thursday, and 8 a.m. - 4:30 p.m. on Friday. Currently Helpdesk assistance is not offered on weekends.

The Helpdesk can be reached by e-mail at helpdesk@lc.edu or by phone at (618) 468-HELP (4357), and by entering a self-service ticket yourself using the SelfService web portal. To access, type lc.edu/helpdesk into the address bar of any browser and log into the Helpdesk interface using your student ID and password. Faculty and staff may submit technology Helpdesk requests 24/7. You can track the progress and history of all self-submitted requests and communicate with the assigned technician through this portal.

When you contact the helpdesk, personnel will need to know your name, location, phone extension and a detailed description of the technology problem, and if the problem is an emergency that needs escalation. Please ask for service ticket number for reference and follow-up. If yours is an ongoing problem, please contact the Helpdesk each time the problem occurs. This will assist the Helpdesk in documenting a "lemon" and reopening service tickets for further review.

Requests for technology assistance within classrooms or labs will be given top priority. Problems with office technology will be given the status of NEXT-day service. Any maintenance or software installation requests will be added to the Helpdesk schedule, and escalated accordingly.

HUMAN SUBJECTS RESEARCH POLICY

L&C and federal policies require that any research activities involving human subjects be conducted in such a manner as to:

- Respect and protect the rights and welfare of the subjects involved;
- Ensure that informed consent is obtained when this is appropriate/required;
- Ensure that potential benefits from the research outweigh any risks.

L&C is fully committed to ensuring the responsible and ethical treatment of any human subjects involved in research, whether conducted by L&C employees or students directly, or in partnership with others on- or off-campus. This responsibility is shared by L&C and the individual researcher(s). It is L&C's responsibility to ensure that this policy and mandated procedures are in place, fully communicated, and effectively administered.

As a matter of policy, anyone proposing to conduct research of any kind involving human subjects must first complete and submit a Proposal to Conduct Research application. The Proposal to Conduct Research application is available as an [online form](#) on the Human Subjects Research web page and may be submitted electronically. Research applications designated for exempt or expedited review typically take 5 to 7 business days to process, and 10 to 14 days for applications requiring a full review of the Institutional Review Board (IRB). Questions about the IRB process should be directed to Dr. Dennis Krieb, IRB coordinator. Dennis can be reached at 468-4300 or emailed at dkrieb@lc.edu

KEYS

Keys to offices, classrooms, studios, or laboratories may be obtained through the Division Assistant. At the time of termination of employment of adjunct faculty, keys must be returned to the Division Office from which they were obtained. Off-campus instructors will have access to classrooms through the building contact person. For lost/stolen keys, please contact the Director of Campus Safety regarding the procedure and cost associated with replacing keys at (618) 468-3160, FAX (618) 468-7177 or E-mail: braish@lc.edu.

LEARNING RESOURCE CENTER INFORMATION

Reid Memorial Library offers a number of resources and services to its faculty for both professional development and classroom assistance. These include, but are not limited to, providing:

- Assistance with research, such as working toward an advanced degree, publication, presentations, grants, etc.
- Personal instruction regarding how to use the library resources for professional development
- Customized library research instruction sessions for classes for course-related projects
- Assistance with the development of student research projects
- Development of faculty electronic course reserves
- Faculty involvement in the library's collection development through the recommendation of titles for purchase and/or the removal of outdated subject matter
- Assistance with requesting materials from other institutions

Information regarding services offered by Reid Memorial Library is also in the Catalog and on the College web site, www.lc.edu/library or by dialing (618) 468-4301.

MEDIA SERVICES

Advertising - All advertisements, excluding personnel/employment and bid ads, are placed by the college's Creative Services Manager. Persons submitting ads should inform the Creative Services Manager or the Media Services Manager of the amount to be spent and provide an account number to which the expenditure should be billed. Proofs of the advertising copy are provided to the paying party. The Media Services Manager reviews and approves all advertisements and related invoices for the campus.

Campus Logo - All campus printed materials should include the proper Lewis and Clark Community College logo(s). All printed materials (brochures, fliers, etc.) and promotional items (like coffee mugs, T-shirts, etc.) should be approved by Media/Creative Services personnel. Media/Creative Services personnel will also handle any necessary bidding and/or ordering of these projects and items. Camera-ready logos are available from Media/Creative Services personnel upon request.

Copies - Copy orders should be submitted to the Print Shop through the Media Services module in Blackboard. Orders (black and white or color) may take more than two weeks to process, and sometimes longer during peak production periods (at mid-term and the end of the semester). Please allow two weeks for all print jobs.

Media Inquiries - Media Services staff interact with the Board of Trustees, president, administration, faculty, staff, students and the public to ensure that the college responds to area news media in an expedient and professional manner and that an accurate and positive image of the college is presented to the public.

Media representatives calling the campus should be referred to the Media Services Manager who will respond to the call or transfer it to the appropriate office.

News Releases - The Media/Creative Services staff writes, proofs and edits all news releases issued by the college, and handles all communication with the media. When making a request for publicity, please allow at least two weeks' notice before an event.

Photography - The Media/Creative Services staff is available to photograph campus events and make promotional photographs for the college. Please submit a formal request for photographs to the college photographer via email at jdona@lc.edu or by phone at ext. 3280. You may also schedule an appointment with her through your Outlook calendar.

Print Shop Procedure - All Print Shop orders should be submitted through the Media Services organization in Blackboard. The Print Shop produces fliers, newsletters, stationery, transparencies, and all general printing and copying jobs. Design and copy for all pieces intended for off-campus distribution must be approved in advance by the Creative Services Manager or the Media Services Manager. The Print Shop staff will not begin work on a job until an approved work order is received.

Printing - The Print Shop is open 8 a.m. - 4:30 p.m. Monday-Friday. Please call the Print Shop at 468-3210 to make pickup or delivery arrangements before or after normal business hours.

Publication Assistance - The Creative Services staff can provide copy, obtain quotes, get bids and make print and design recommendations upon request. All printed material going off-campus must first be proofed by Media/Creative Services personnel before printing. This helps ensure some continuity of all campus publications.

Requests for Publicity - Ideas for news coverage should be presented to the Media Services staff which will make a determination of the appropriate media and assignment desk to refer the item. A

priority is given to "dated" or "timely" news and advertisements such as campus events or enrollment campaigns that have deadlines.

Test Security - Every effort to maintain security for quizzes and exams is employed by the Print Shop. Student workers are not allowed to assist with quiz or exam duplication and delivery to offices. Student workers should not be used for delivery of quizzes or exams to and from the Print Shop. Full-time staff or faculty should submit the quiz or exam for printing via a work order in the Media Services organization in Blackboard and indicate that the order includes a test/exam. All quizzes and exams are held in a locked cabinet upon completion for pickup by authorized personnel.

Social Media - Individual departments on campus are not authorized to run their own social networking accounts representing the college's brand, and should distribute all messages through the main Lewis and Clark channels by one of two methods:

1. A faculty or staff member may request to have an event, message, photos, etc. posted on the college's social media pages by contacting the Media Services Manager or another media specialist.
2. A faculty or staff member may use his/her personal account to post links/messages/photos/etc. regarding a department or program on the main Lewis and Clark page. Personal social networking accounts should reflect positively on the college.

Website - The Media/Creative Services staff is responsible for the design elements and the contents of the college's website. All changes and updates to the web must be submitted to and approved by the Media Services Manager at linlow@lc.edu.

Work Order Forms - The Office Services Work Order Form is an online form housed in BlazerNet. It can be accessed through the Media Services organization in Blackboard. For help completing a work order form, contact the print shop at ext. 3210.

OFF-CAMPUS ASSIGNMENTS

The College offers courses at off-campus locations that are administered through designated Community Education Centers. A list of The Campuses is posted on the webpage. Faculty assigned to teach at the off-campus sites should report to the appropriate CEC and should contact their specific building contact person to acquaint themselves with particular site regulations and information concerning the availability of instructional equipment. A list of off-campus sites is in the L&C Catalog available on the website.

It is very important for adjunct faculty at off-campus locations to meet classes as scheduled and adhere to College regulations as well as those of the local center. Any questions concerning applicable regulations should be directed to the Director of High School Partnerships and Community Education at 468-5050.

OFFICE ASSIGNMENTS

Adjunct instructors teaching on campus or at the N.O. Nelson campus will be assigned temporary office space when available by the Division Assistant who will also assign a mailbox. No office space is available for Lewis and Clark faculty at off-campus locations. Contact the appropriate Division Assistant or Program Coordinator for information.

ONLINE/WEB-BLENDED COURSE ASSIGNMENTS

To meet the College's quality standards for online course design and instruction, new and existing online and web-blended faculty members are required to use the Online Course Checklist (see below) to review their courses. The checklist is also available on the [Team Member page of the LC website](#). Once they complete this self-review, the completed checklist is sent electronically to the Office of Technology Enhanced Learning. A subcommittee of the Technology Enhanced Learning (TEL) committee reviews the checklist along with the course and offers any necessary recommendations for further improvement to the TEL director. The director then shares these results with the faculty member. Once all revisions are complete, the course may be added to the appropriate semester schedule. This process is repeated on a three-year cycle.

Instructors new to online learning and/or instructors teaching a new online course must adhere to the following timetable before a course can be placed into the schedule.

If a class is to be taught in the	And because enrollment starts the previous	The course must be completed by the	Which allows the following months for reviews/revisions
Summer	March	End of previous Fall	Jan/Feb
Fall	March	End of previous Fall	Jan/Feb
Spring	November	July 30 of the previous year	Aug/Sept

New Online/Web-Blended Instructors – EDTR 266, Implementing Blackboard Learn:

The first step to teaching an online/web-blended class is to successfully complete EDTR 266, Implementing Blackboard Learn. This course is typically taught twice a semester; it is a four-week, online course that is self-paced, free to faculty, and worth one credit hour. Faculty who enroll will have access to two courses: the online course, which will contain instructor help and step-by-step instructions and a blank course shell which will be used for practice with the goal of building a web-enhanced course. With guidance, faculty will learn how to create a course menu, add content, conduct online discussions, build assignments and tests, and use the grade center. Anyone interested can enroll through SelfService or by calling enrollment. This course is repeatable three times.

Checklist for Instructor Review of Online and Hybrid Course Design

A. Introduction

This checklist has been created to support the process of a self-review of an online or web-blended course in order to maintain continuous quality, to enhance student learning, and to assure course standards contribute to the fulfillment of Lewis and Clark Community College's mission statement. Criteria included in the checklist are based on a current literature review and are primarily adapted from the University of Maryland Online FIPSE Project: Quality Matters and the Illinois Online Network: Quality Online Course Initiative (QOCI). [Online Course Review Checklist 1.23.20](#)

PARKING

Designated parking areas are established on campus for students, faculty, staff, and visitors. All vehicles must be parked on pavement. No parking on grass, sidewalks, or in restricted areas. Parking permits must be obtained for all vehicles from the Campus Safety Office or Enrollment Center ID Office and must be displayed at all times. The first permit will be issued at no charge. When visitor lots are full, visitors may park in student lots. Visitors must display a visitor's parking

permit which is available at the Campus Safety Office. There is open parking in all lots after 4:30 p.m. Campus maps and complete regulations are available from the Campus Safety Office located at the north entrance to the campus. Parking violations will result in a \$25 parking citation which should be paid at the Bursar's Office.

Three gated lots are available for faculty/staff parking until 4:30 p.m., at which time the gates are raised for open parking. Please contact the appropriate Division Assistant on how to obtain a gate card to these lots if you need access before 4:30 p.m. There is no charge for the first gate card issued, but if it is lost or stolen a \$20 fee is charged for replacement. If the card breaks, a portion of the broken card should be turned in for a replacement card at no charge. At the time of termination of employment, the parking gate card must be returned to the office from which it was obtained.

ADJUNCT FACULTY ORIENTATION

EDTR 201, Orientation for Adjunct Faculty, is required for all new adjunct faculty members.

The four-week, online, self-paced course is free to faculty, and worth one credit hour. It will focus on understanding the general college practices adjunct instructors are required to use. It includes step-by-step instructions on using such services as Blackboard and SelfService, and information on college communication systems, academic protocols, and student learning. Instructors who successfully complete EDTR 201 will automatically be placed in an Adjunct Orientation Organization where they will continue to have access to this same course information for as long as they are employed at L&C.

In addition, adjunct faculty will be oriented to the course(s) they have been hired to teach by the Program Coordinator. Adjunct instructors are invited to attend fall and spring semester faculty in-service week activities. They are urged to attend the departmental meetings and workshops that are scheduled throughout the academic year to support new and continuing adjunct faculty.

PATENTS AND COPYRIGHTS

Policy Relating to Intellectual Property Rights

It is the policy of the College to encourage the creative efforts of College personnel through the development and protection of intellectual property rights. The college is also committed to sharing the revenues derived from the intellectual property rights developed by College personnel on an equitable basis. This policy statement governs the respective rights of the College and College personnel relating to the ownership and revenues derived from such rights.

A. Definitions

As used in this policy the following terms have the meaning indicated:

1. Intellectual Property Rights: Any tangible or intangible thing or matter subject to protection under the laws of copyright (17 U.S.C § 100, et seq.), trademark, patent, (35 U.S.C. § 100, et seq.), trade secret or similar laws. These include, by way of example, not limitation: books, texts, articles, monographs, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instruction materials, drawings, paintings, sculptures, photographs and other works of art.

2. Materials: Any tangible or electronic item (whether written or recorded), which contains or embodies material that is the subject of Intellectual Property Rights. These may include, for

example: printed works (books and articles), musical works, computer programs and multimedia products.

3. College Personnel: Part-time and full-time members of the staff, all other agents and employees, adjunct faculty and students of the College.

B. Ownership of Intellectual Property Rights

1. The college shall own all Intellectual Property Rights created, discovered, made, or developed by College Personnel (a) in the course of employment by the College, or (b) made through the use of facilities or funds provided by or through the College. For the purposes of this policy, funds provided by governmental, commercial, industrial, or other public or private 44 organizations that are administered and/or controlled by the College shall be considered College funds.

2. College Personnel shall own all Intellectual Property Rights prepared on their own initiative and their own time, which is unrelated to the College's business and developed or created without using facilities or funds provided by the College.

3. Outside Activities: College Personnel desiring to engage in outside activities related to the individual's employment duties or the subject area of the individual's principal competence, whether with or without College facilities or funds may do so only with the written agreement with the College President or his/her designee. Such agreements shall not be withheld in an arbitrary or capricious manner. Intellectual Property Rights related to such outside activities may be owned by College Personnel only if approved in writing by the College President or his/her designee.

C. Use of Intellectual Property Rights/Materials

1. Internal Use: The College and College Personnel have the unlimited right to use Intellectual Property Rights and Materials created or developed by College Personnel for College purposes. Each such use shall be approved by the department head primarily responsible for the Materials.

2. External Use: The College has the right to enter into agreements with third parties for the sale, licensing or use of Intellectual Property rights or Materials. Such agreements shall be subject to approval by the college President or his/her designee.

3. Royalties: The creator, author or inventor of the Intellectual Property Rights/Materials shall not receive any royalty or other income for internal use. Royalty or other income derived from agreements for external use shall first be used to reimburse the College and/or any source of funding (as appropriate) for the costs and expenses incurred in connection with development, protection and commercial exploitation of the Intellectual Property Rights. Unless otherwise agreed by the college, two-thirds of the net proceeds shall be retained by the College and one-third of the net proceeds shall be paid by the college to the College Personnel responsible for developing, creating or inventing the Intellectual Property Rights/Materials.

4. Exemptions: The College President or his/her designee may exempt particular categories of Materials. For example, personal use of artistic, musical or literary works created in a classroom setting.

D. Procedures

1. Reporting of the Creation of Intellectual Property Rights: Whenever College Personnel believes that Intellectual Property Rights, including, for example: inventions, ideas, and

computer programs have been created which may have significant commercial value, a report shall be made to the College President, or his/her designee.

2. Cooperation: The College and College Personnel agree to work together in the evaluation, development, protection and use of any Intellectual Property Rights, including but not limited to executing such documents as may be appropriate to vest title in the Intellectual Property Rights or Materials in the College (or College Personnel) and assisting (at the College's expense) in the administration of any agreement relating to the Intellectual Property Rights.

3. Dispute Resolution: Any disputes between College Personnel and the College relating to the equity of the net income paid to College Personnel in specific situations shall be resolved by a three person arbitration panel comprised of one College staff member chosen by the College President or his/her designee, one College staff member chosen by the College Personnel, and one College Personnel member chosen by the two appointed panel members. In all other situations, the determination of the College shall be final.

E. Miscellaneous This policy shall be deemed to be a part of the conditions of employment of every staff member of the College and a part of the conditions of enrollment and attendance at the College by students.

PAYROLL PROCEDURE

Before a faculty member can be placed on the payroll, a completed employment packet needs to be submitted to the Human Resources Department.

Lewis and Clark encourages all faculty to enroll for the electronic transfer of payroll checks directly into personal accounts at banking or savings and loan institutions. Electronic transfer of funds is the quickest, most accurate and safest procedure for receiving your semi-monthly salary. To enroll for electronic transfer contact your Division Office. Verification of electronic transfer or salary checks can be viewed and printed on Self Service. Faculty will receive their checks by U.S. mail if they are not directly deposited. The number of pay installments is dependent upon the length of the course and the beginning and ending dates of the classes. The college's pay periods end on the 15th and the end of each month. The college pays in arrears. . For full-length fall and spring semester courses, adjunct faculty will usually receive their pay in seven or eight pay installments each, beginning at the end of September and February respectively and ending on the pay day following the end of the pay period in which the class ends.

Full time faculty and adjuncts faculty with additional hourly paid positions are required to complete time sheets electronically. The time sheets are due to be submitted and approved by the employee's supervisor on the 2nd and 17th of each month.

PAYROLL RELATED FRINGE BENEFITS

Adjunct faculty are not eligible for such fringe benefits as life and medical insurance, paid vacation and sick leave. State law requires that regular adjunct faculty participate in the State Universities Retirement System (SURS).

PLAGIARISM

The Student Conduct Code in the Catalog cites "Academic dishonesty including, but not limited to, cheating, plagiarism and forgery" as "student conduct which is subject to disciplinary action."

Plagiarism is defined as including, without limitation, the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using written, oral or digital work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own.

The following sanctions have been imposed on students for academic misconduct.

1. *Failing grade on an individual assignment which is part of a course.* Instructors may impose this sanction for acts of academic misconduct that are course-related. Instructors who impose this sanction should immediately notify the student and the appropriate academic dean.

A student may file a grievance if she or he believes the sanction is unfair. See the Student Grievance Procedure in the Catalog.

2. *Failing grade for a course.* Instructors may impose this sanction for acts of academic misconduct that are course-related. Instructors who impose this sanction should immediately notify the student and appropriate academic dean.

A student may file a grievance if she or he believes the sanction is unfair.

3. *Academic Misconduct.* In instances of academic misconduct in which the instructor, program coordinator, or appropriate academic dean believe that action other than, or in addition to, those described under paragraphs 1 and 2 above is warranted may recommend Disciplinary Probation, Separation from L&C for one semester, or one year, or Permanent Separation from L&C.

4. *A student's grade may be withheld by an instructor pending the outcome of charges under the Student Conduct Code.*

5. *Prior determinations of academic misconduct may be considered in determining sanctions for present violation.*

PRORATED PAY POLICY FOR FULL-TIME, ADJUNCT AND OVERLOAD PAY

In the event of low enrollments, a faculty member may be given the option of either canceling the course or accepting a reduced prorated pay. Actual pay will be based on the highest enrollment between (1) 11:59 PM on the day before the class begins and (2) 11:59 PM on the day before the class's refund date. This procedure is programmed in Ellucian to allow a faculty member to accept new students in her/his class without a penalty.

PROTECTION OF MINORS

The College strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the College has established prohibitions and reporting protocols for its employees and volunteers with respect to child abuse, sexual misconduct, and child pornography.

In addition, Illinois law requires that certain persons, including personnel of higher education, report any case of suspected child abuse or child neglect to the Illinois Department of Children and Family Services.

College Reporting Protocols

Applicability

All College employees and volunteers are mandated reporters. As such, these protocols apply to all employees and volunteers who are performing services for the College. This may include but is not limited to individuals who fall within one or more of the following classifications: executive cabinet, administrative/management, faculty, professional employees, adjunct faculty, clinical nurse, support staff, student employee, post-doctoral fellow or volunteer.

All mandated reporters are required, upon hire and as required by the College to complete an acknowledgement of mandated reporter status (CANTS 22). In addition, mandated reporters must complete any training required by the College or DCFS.

Definitions

1. Child: An individual under 18 years of age.
2. Child Abuse: Harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, legal guardian, or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, coach, athletic director or a member of the clergy.
3. Child Neglect: Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:
 1. Negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care.
 2. Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.
4. Child Pornography: Any depiction which is of a child or appears to include a child engaging in sexual intercourse, erotic fondling, sadomasochistic abuse, masturbation, passive sexual involvement, sexual excitement, or erotic nudity.
5. Mandated Reporters: All College employees and volunteers are mandated reporters.
6. Sexual Misconduct: See College's Sexual Assault Policy for a detailed review of prohibited offenses, included but not limited to sexual assault.

Reporting Protocols

A. Child Abuse or Child Neglect:

1. Employees and volunteers are mandated reporters and required to make an immediate verbal report to Department of Children and Family Services ("DCFS") by calling (800) 252-2873 if they suspect child abuse or neglect. Mandated reporters are also required to file a written report with DCFS within 48 hours. (CANTS 4 or 5)
2. Employees or volunteers who suspect a child may be abused or neglected may also contact Campus Safety and/or the Title IX Coordinator for assistance with making the verbal and/or written report. In any event, the reporter must notify both the Title IX Coordinator and Director of Campus Safety.

3. If the reporter suspects that the child abuse or neglect occurred on campus or involves a member of the College community, the reporter must notify the Director of Campus Safety or the Title IX Coordinator prior to making that report.
4. Clinic nurses and other health professionals should continue to follow their current, established reporting protocols for child abuse/neglect and notify the Director of Campus Safety and Title IX Coordinator.

B. Sexual Assault or Other Sexual Misconduct:

1. Employees or volunteers who receive an allegation of sexual assault related to a member of the College community (faculty, staff or student) must report the alleged sexual assault or other sexual misconduct to the Title IX Coordinator and the Director of Campus Safety. The matter will be processed administratively and the Campus Safety Department will work with the complainant to file a criminal report. This would include an allegation that a College community member (elected official, employee or volunteer) has sexually assaulted a child.
2. Employees should refer to the Sexual Assault Policy for information about their reporting obligations. This policy can be found online at http://lc.edu/uploadedFiles/Pages/Consumer_Information/Sexual_AssaultPolicy.pdf.

C. Child Pornography:

Employees or volunteers who become aware of suspected child pornography on the College's electronic communication system must contact the Campus Safety Department immediately.

Violations

Employees or volunteers who knowingly fail to report suspected child abuse, child neglect, sexual assault, or child pornography may be subject to disciplinary action, up to and including dismissal. "Mandated reporters" under State law may also be subject to civil and criminal penalties for failure to report suspected child abuse or neglect.

Contact Information

1. Campus Safety
5800 Godfrey Road
Godfrey, IL
(618) 468-2300
Emergencies: 911
braish@lc.edu
2. Title IX Coordinator
5800 Godfrey Road
Godfrey, IL
(618) 468-3000
lartis@lc.edu
3. Illinois Department of Children and Family Services
Report Abuse & Neglect Hotline
(800) 252-2873

Resources and Forms

www.DCFS.illinois.gov

REASONABLE ACCOMMODATION

Policy To ensure equal employment opportunities to qualified individuals with a disability, the College will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual who is an applicant or an employee unless undue hardship would result. If an employee has a disability and requires accommodation in order to perform the essential functions of his or her job, the employee should contact the Human Resources Director and request such an accommodation. The employee should specify what accommodation the employee feel he or she needs to perform the employee's job. The College then will engage in an interactive process with the employee to identify the barriers, if any that are interfering with the employee's ability to perform the essential job functions. The College will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the accommodation will be made.

RETENTION, PERSISTENCE, AND COMPLETION (RPC) PERFORMANCE

L&C historically has and continues to address the challenges of student retention, persistence, and completion (RPC). This is done through tracking and analysis of these metrics, reporting performance to both internal and external audiences, and taking actions to improve performance in these areas. RPC metrics are measured both for their own sake (i.e., what they tell us about student success and achievement), and as the "student achievement" component of program assessment which is ultimately about giving our students the highest quality education in a cost-effective manner while serving a labor market need.

L&C defines *retention* as the ability to maintain (persist in) a course or program of study toward some form of intended "completion." In this sense, *retention* and *persistence* are essentially synonymous, however retention is measured as enrollment that persists fall to fall and *persistence* is measured as enrollment semester to semester. Ultimately, the goal for our students is to complete their programs of study, earning a credential in the shortest time. This allows them to go on to their next goal earlier, whether that goal is job placement, job advancement, advanced education, or military service. For the individual, this is a measure of *personal achievement* with its own intrinsic benefits. For educators, the state, and economists, this is also a measure of *institutional achievement* that overall translates into greater efficiency, lower costs, and greater productivity.

The term "*completion*" refers to the "*successful completion*" of a course, sequence, or program that may or may not conclude with a formal credential (degree or certificate). In this context, "success" is defined as earning a grade of at least a "C" or "passing" if the course is graded as "pass/fail." Successful completion of a particular sequence of courses (as in developmental or general education sequences) may include a "minimum credits earned" requirement. Success in a program means that the student has successfully met all course and other requirements the program mandates for the awarding of a degree or certificate. In the context of adult education programs, "attainment" of a GED certificate marks the completion of a high school diploma equivalency. For ABE students, level advances are equivalent to course completions in college level coursework.

The Illinois Board of Higher Education employs six community college performance measures in Performance Based Funding:

1. **Degree and Certificate Completion:** Students completing a degree or certificate.
2. **Degree and Certificate Completion of "At Risk" students:** "At risk" students is defined as those who are academically or financially at risk of not achieving their educational goals. The metric will measure student completion for students receiving a Pell grant and/or students who were enrolled in remedial education.

3. **Transfer to a Four-Year Institution:** Full-time and part-time students who transfer to another institution of higher education within three years for full-time students and five years for part-time students.
4. **Remedial and Adult Education Advancement:** Remedial students who advance to college-level courses and adult education students who advance to remedial or college-level courses.
5. **Momentum Points:** First-time/part-time students completing 12 credit hours, first time/full-time students completing 24 hours in the first year, and adult education students moving a "grade" level based on pre-and post-test performance. For purposes of this metric, completion of remedial courses is included and adult education grade levels are based on NRS standards.
6. **Transfer to a Community College:** Full-time and part-time students who transfer to a community college within 18 months of leaving the initial community college. Lateral transfer is recognized as an important performance measure because lateral transfer students remain in higher education and reasons for lateral transfer are often prompted by changes in students' home residence, employment, or pursuit of a program not offered by the home institution.

ROSTERS

Class rosters are available through BlazerNet. Once logged-in, instructors can choose **Class Roster** under **Faculty Information** to view and/or print a current roster for each class. No student should be officially admitted to class unless his/her name appears on the roster or a Course Change Form is presented by the student during the first week. A student whose name does not appear on the roster and who has not presented a Course Change Form should be instructed to report to the Enrollment Center to rectify the conflict.

NOTE: Students who do not appear on rosters but are attending classes should be sent to the Enrollment Center or CEC for enrollment verification.

To improve advisors' abilities to reach out to students and provide meaningful feedback and encouragement, faculty are asked to provide information on students. These rosters can be accessed through BlazerNet.

For sixteen-week courses faculty will be asked for information on this schedule:

4 weeks – This report is an opportunity to identify concerns related to academics and concerns related to attendance. It also serves as the attendance verification roster for Financial Aid purposes. A legend on the roster will aid you in reporting the correct status for students. A space will be available for written comments regarding students, and the comments will be emailed to students. For students who are no longer attending, there will be space to record the last date of attendance. The last date of attendance is needed by the Financial Aid Department.

Midterm – Student grades are recorded in this report (A, B, C, D, F, I, PR) and attendance is marked only for students for whom it is a concern. A space will be available to record the last date of attendance for any students who have stopped attending, and any written comments regarding a student will be emailed to the student.

Fall semester only, 11 weeks - Grade and Attendance marked only for students for whom it is a concern, especially students who should withdraw and enroll in intercession courses which may enable them to complete the necessary credit hours to stay on track toward completion.

Final Grade – Final grades are recorded in this report, plus the last date of attendance for any students who stopped attending.

For eight-week courses faculty will be asked for information on this schedule:

2 weeks – This roster is used in the same manner as the 4-week roster that is completed in 16-week courses.

Midterm – This roster follows the same format as the 8-week roster in a 16-week course.

Final Grade - Final grades are recorded in this report, plus the last date of attendance for any students who stopped attending.

Refer to the "GRADES" section of this handbook for the definitions of grades, especially "I" grades.

Each student's final grade should be entered to the right of his/her name on the online roster by typing the grade or using the drop-down menu. You must enter a last date of attendance in the next column for any student who stopped attending.

Grades should be recorded for all students enrolled in the class. (Students who received grades of "W" should have the "W's" and the withdrawal date recorded next to their name.) Please do not assign "W" grades.

After grades have been entered you must certify the roster. Mark the certification indicator at the bottom of the roster and SUBMIT.

MEETING DEADLINES IS VERY IMPORTANT, AND PROMPT COMPLETION OF GRADE ROSTERS IS ESSENTIAL TO THE PROCESSING OF MIDTERM ROSTERS AND FINAL GRADES. LATE GRADE ROSTERS MAY RESULT IN STUDENTS AUTOMATICALLY BEING PLACED ON ACADEMIC SUSPENSION OR FINANCIAL AID SUSPENSION!

Midterm Roster - Midterm rosters are very important to the College because they are used as documentation to determine state apportionment funding. The College can receive state funding (apportionment) for students that are attending class at midterm. It is extremely important that faculty submit these rosters. State auditors will review them. These rosters can be accessed through the Blackboard Portal and BlazerNet. Each faculty member is required to enter his/her own grades and keep the login ID and Password confidential. The Illinois Community College Board reviews each roster to insure the credibility of this process.

Quick review of NA and XA - If every student that is listed is currently attending your class, simply submit the midterm roster. Use **XA** in the appropriate space for those students who have **never** attended. Use **NA** for those students who attended at least once, but not frequently enough to earn a passing grade.

Note: Please record the last date of contact with a student who has stopped attending. You will be required to provide this information to Financial Aid. Once midterm attendance is certified and submitted, no changes can be made to the rosters.

Final Grade Roster - Final grade rosters are accessed through the Blackboard Portal and BlazerNet. These rosters are available to faculty on the last day of each course each semester. Every student on the roster must be graded in order to submit the roster. Refer to the grading system above for the appropriate assignment of grades for each student. Inform the Enrollment Center if you find any discrepancies on your final grade rosters.

Sex-Based Misconduct Prohibition Policy

Policy Statement

Lewis and Clark Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under Policy 505: Anti-Harassment, Including Sexual Harassment.

It is the policy of Lewis and Clark Community College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Vice President of Administration and the Vice President of Student Engagement as the Title IX Coordinators, who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinators and Director of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinators, Campus Safety, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct,

or involved in the referral or provision of services to survivors.

I. Purpose

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of these Procedures is to implement the College's Policy Prohibiting Sex-Based Misconduct (Board Policy 707) and the College's Anti-harassment, Including Sexual Harassment Policy (Board Policy 706), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the *Education Amendments of 1972* ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the *Violence Against Women Reauthorization Act* ("VAWA"); Title VII of the *Civil Rights Act of 1964* ("Title VII"), which prohibits discrimination on the basis of sex in employment; relevant sections of the *Illinois Human Rights Act*, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), which requires timely warning to the community of certain immediate threats; the *Preventing Sexual Violence in Higher Education Act*; and other applicable law and local ordinances.

The College has an affirmative duty to take immediate and appropriate action once it knows or its management should know of an act of sex- based discrimination, sexual harassment or other sex-based misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

II. Jurisdiction

The College's Policy Prohibiting Sex-Based Misconduct and these implementing Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

1. On College property; or
2. Off College property if:
 - a) The conduct was in connection with a College or College-recognized program or activity; or
 - b) The conduct may have the effect of creating a hostile environment for a member of the College community.

III. Scope

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require the College not to address an act of misconduct falling within the scope of these Procedures.

Sections I-VII and IX-X include provisions relevant to sex-based misconduct in all its forms.

Sections VI.A and VI.B address specific reporting procedures for students and employees, respectively. Section VIII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

Appendix A provides definitions for these Procedures.

IV. Administration

A. Title IX Coordinator

The College has designated the Vice President of Administration and the Vice President of Student Engagement as the Title IX Coordinator(s). Contact information for the Title IX

Coordinator(s) is as follows:

Vice President Administration
Lewis and Clark Community College
5800 Godfrey Rd.
Godfrey, IL 62035
Telephone: (618) 468-3000
Email: lartis@lc.edu

Vice President Student Engagement
Lewis and Clark Community College
5800 Godfrey Rd.
Godfrey, IL 62035
Telephone: (618) 468-6000
Email: shill@lc.edu

Responsibilities of the Title IX Coordinators include, but are not limited to:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
 - With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Title IX Coordinator(s) will partner with the Department of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
 - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.
- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator(s) or to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661- 4544, 312-730-1560, OCR.Chicago@ed.gov

B. Lewis and Clark's Department of Human Resources

The Department of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Department of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

V. Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment, or Misconduct

A. On- and Off-Campus Counselors and Advocates

The following on- and off-campus counselors and advocates can provide an immediate confidential* response in a crisis situation, as well as ongoing assistance and support:

Lewis and Clark Counseling Services, Caldwell Hall 2335, (618) 468-4125, *Confidential Counselor: Terri Austin (taustin@lc.edu)

*Call for Help (Sexual Assault Victim's Care Unit), Granite City: (618) 797-1049, Edgemont: (618) 397-0975, East St. Louis: (618) 271-8990

*Indicates Confidential Advisors, as defined in Appendix A.

Note: While the above-listed counselors and advocates may maintain a reporting person's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law.

B. Emergency Response

Anyone who experiences or observes an emergency situation should immediately call 911 and/or the phone number listed below: Lewis and Clark Campus Safety: (618) 468-2300 or dial "0" from any campus phone

C. On-and Off-Campus Health Care Options

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

Lewis and Clark Family Health Clinic
Fobes Hall, Room 1525
5800 Godfrey Rd.
Godfrey, IL 62035
(618) 468-6800

Alton Memorial Hospital 1
Memorial Dr.
Alton, IL 62002
(618) 463-7311

*OSF St. Anthony's Health Center
1 St. Anthony's Way Alton,
IL 62002
(618) 465-2571

*Anderson Hospital 2133
Vadalabene Dr.
Maryville, IL 62062
(618) 288-5711

*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting person's confidentiality vis-à-vis the College, they may have other reporting obligations under State law.

D. State of Illinois Sexual Harassment and Discrimination Helpline

The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. - 5 p.m., at (877) 236-7703.

VI. Making a Report of Alleged Sex-Based Misconduct

Any student, employee or community member who wishes to avail himself or herself of these Procedures may do so by making a report to the Title IX Coordinators or any member of management at Lewis and Clark. Students may also make a report to any Responsible Employee, as defined below. Detailed information concerning student and employee reporting follows below.

A. Student Reporting

The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct. Some College employees (referred to as "Responsible Employees") are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person's rights and options pursuant to these Procedures.

Immunity for Good-Faith Reporting: Students who in good faith report an alleged violation of the College's Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

1. Student Reporting to the Title IX Coordinator(s)

Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator(s) directly. The College's Title IX Coordinators are:

Vice President Administration
Lewis and Clark Community College
5800 Godfrey Rd.
Godfrey, IL 62035
Telephone: (618) 468-3000
Email: lartis@lc.edu

Dean of Student Support Services
Lewis and Clark Community College
5800 Godfrey Rd.
Godfrey, IL 62035
Telephone: (618) 468-6000
Email: shill@lc.edu

2. Student Reporting to Responsible Employees

A Responsible Employee, as defined in Appendix A, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report.

The following categories of employees are the College's Responsible Employees:

1. Title IX Coordinator(s)
2. College Administrators
3. Supervisors and Managerial Staff
4. Faculty
5. Campus Safety Officers
6. Coaches

7. Advisors (including all student club advisors)

Before a student reveals any information to a Responsible Employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed in Section VI.A.3 below.

If the student wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student that the College will consider the request, but that the College cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student's request for confidentiality.

3. Confidential Reporting

Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to: Lewis and Clark Counseling Services, Confidential Counselor Terri Austin, (618) 468-4125, taaustin@lc.edu

This individual is a Confidential Advisor, as defined in Appendix A. Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

Note: While the individual(s) listed above may maintain a student's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the College community, Campus Safety may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

4. Electronic and/or Anonymous Reporting

The College maintains an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user, before he/she enters information, that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at <mailto:4rsv@lc.edu> or by calling 855-RSV- 4RSV (855-778-4778). Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours.

5. Note Regarding Student Participation in Public Awareness Events

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents are not considered notice to the College of sex-based discrimination, harassment or misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' rights at these events.

B. Employee Reporting

1. Alleged Sex-Based Misconduct of a Student

In addition to the reporting requirements for Responsible Employees (see Section VI.A), all College employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee.

2. An employee should notify the Title IX Coordinator or Director of Human Resources if he or she believes that the College or a member of the College community has engaged in sex discrimination, sexual harassment or other sex-based misconduct in violation of the College's Policy Prohibiting Sex-Based Misconduct or Anti-harassment, including Sexual Harassment Policy.

C. Board Member Reporting

Members of the College's Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

VII. College Response to Reports of Alleged Sex Discrimination, Harassment, or Other Misconduct

A. Processing of Report

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter "complainant") to

1. Discuss the availability of supportive measures (see Section VII.B below);
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

B. Supportive Measures

Supportive measures (also referred to as "interim protective measures") are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal

court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College's policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College's ability to provide the supportive measures.

The Title IX Coordinator(s) is/are responsible for coordinating the College's implementation of supportive measures.

C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VIII below, or in the absence of a formal complaint, the College may remove a respondent from the College's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

D. Clery Act Reporting Obligations

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The *Clery Act* also requires the College to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

VII. Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the *Preventing Sexual Violence in Higher Education Act*; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf.

The College as it deems appropriate may extend the time provided in this Grievance Process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. Where a party requests an extension of time or postponement of a scheduled

date and the College grants the request, the extension or postponement will be provided on an equal basis to both parties.

A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the Preventing Sexual Violence in Higher Education Act, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The College Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

B. Informal Resolution

At any time after receiving the initial notice of allegations (See Section VIII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process to resolve the alleged

misconduct, the College will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other College policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal-either of a complaint altogether, or of a complaint for purposes of Title IX-the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Process does not preclude action under other College policies and procedures.

E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing (see Section VIII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, either in electronic format or in hard copy. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report in electronic format for their review and written response.

F. Hearings

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

G. Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her

decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

H. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Appeals Officer or designee. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Appeals Officer or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Appeals Officer will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Appeals Officer or designee has concluded his/her review of the appeal, the Appeals Officer or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Appeals Officer or designee's decision is final.

IX. Prevention and Education for Students

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its Preventing Sexual Misconduct Task Force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

x. Training

The Title IX Coordinator(s), campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlined in Section VIII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's Grievance Process pursuant to Section VIII above.

The College, in conjunction with its Preventing Sexual Misconduct Task Force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

Appendix A

Definitions for the College's Sex-Based Misconduct Procedures

1. Bystander Intervention: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
2. Complainant: an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.
3. Confidential Advisor: a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" in Section VI of these Procedures are not Confidential Advisors.
4. Consent: knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in

sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.

5. Dating Violence: violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
6. Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
7. Education Program or Activity: a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.
8. Hate Crime: an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
9. Hostile Environment Caused by Sexual Harassment: a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
10. Incapacitation: when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
11. Intimidation: to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex-Based Misconduct and these Procedures.
12. Preponderance of the Evidence: when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.
13. Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.
14. Responsible Employee: a College employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section VI of these Procedures lists categories of employees who are Responsible Employees for the College.
15. Retaliation: any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the *State Employees and Officials Ethics Act*, the *Whistleblower Act*, and the *Illinois Human Rights Act*. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the

College's Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.

16. Sexual Assault: any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.
17. Sex-Based Misconduct: misconduct on the basis of sex, sexual orientation or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
18. Sexual Exploitation: when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
19. Sexual Harassment: unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
 - Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
 - Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
 - Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature may include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
 - Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
 - Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.
20. Sexual Violence: physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.
 21. Survivor: an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher

- education institution.
22. Survivor-Centered: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
 23. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
 24. Threat: any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.
 25. Trauma-Informed Response: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

SMOKING POLICY

As of July 1, 2015, and in accordance with the Smoke Free Campus Act (Public Act 098-0985), smoking is prohibited on all campus property. Campus property is defined as property that is owned, leased, occupied or otherwise controlled by Lewis and Clark Community College, both indoors and outdoors and in college-owned vehicles. The college's prohibition extends beyond the limitations of Public Act 098-0985 and is further applied to individuals traveling through campus or on campus in personal vehicles not owned by the college. The advertising, sale, or free sampling of tobacco products is also prohibited on campus property.

This policy applies to all individuals, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, vendors, volunteers, visitors, guests, and members of the public. The policy is applicable 24 hours a day, seven days a week.

The prohibition includes using any kind of lighted or unlighted smoking materials. Prohibited materials include but are not limited to any kind of pipe, cigar, cigarette, cigarillo, bidi, kretek, hookah, atomizer, vaporizer, marijuana, weed, herb, and electronic cigarette.

This prohibition does not include (1) smoking associated with a recognized approved religious ceremony, ritual, or activity by American Indians and (2) smoking that is exclusively conducted for the purpose of approved medical or scientific research.

Violations of this policy will subject the violator to a fine of \$100. Repeated failure to comply with this policy may result in a ban from campus. Employees and/or students may also be subject to disciplinary action as well.

The Lewis and Clark Community College Campus Safety Department will enforce the provisions of the Smoke Free-Campus Act and this policy. However, compliance and enforcement are also the responsibility of all employees and students. Any form of discrimination or retaliation against an individual for making a complaint or furnishing information concerning an alleged violation will not be tolerated and will result in appropriate corrective action.

Appeals of any fine may be made to the Vice President of Administration within ten (10) calendar days of the receipt of the ticket. Students may appeal discipline in accordance with the Student Code of Conduct and employees may appeal discipline in accordance with the provisions of the college's personnel policies.

A smoke-free campus map for all college locations is available on the college's website: www.lc.edu/smokefree.

SOLICITATION POLICY

Solicitation of employees and students by individuals or profit-making organizations with products or services for personal use is prohibited unless otherwise authorized by the college President or his/her designee. Solicitation by individuals or non-profit organizations is not prohibited provided that it does not interfere with college business, programs and activities, is approved by the Vice President of Student Engagement, and is affiliated with a college organization, club or office.

CENTER FOR ACCESS AND ACCOMADATIONS AND COUNSELING SERVICES

Faculty may refer students to the Center for Access and Accommodations and Counseling, Caldwell 2320, (618) 468-4211.

COUNSELING SERVICES

Academic and Personal Counseling services are available to students to assist with crisis intervention, short-term individual therapy, academic issues, test anxiety, consultation, community resources, and referrals. Faculty may refer students and students may self-refer. Services are available by appointment, as well as on a walk-in basis in the event of an emergency. Students and faculty may contact the counselor through the Center for Access and Accommodations and Counseling office by calling (618) 468-4211 or (618) 468-4125, or by visiting Caldwell 2320.

DISABILITY SERVICES

Disability Services are available to qualified students with disabilities. Services may include individualized accommodations, counseling and advising, and use of assistive technology. For further information, call the Center for Access and Accommodations Office at (618) 468-4211.

SUPPORTED COLLEGE TRANSITION PROGRAM

The Supported College Transition Program (SCT) serves students with some mainstreaming experience in high school and with the academic preparation that indicates they can be successful in smaller class sections of college developmental courses (Reading, English and Math) with the additional support provided by a Supported College Transition class and Study Skills class. Through person-centered planning, students learn skills necessary to transition to established programs that lead directly to employment. SCT courses are college credit courses that are eligible for federal and state financial aid. Referrals can be made to the Coordinator of Supported College Transition at (618) 468-4217 or (618) 468-4211.

COLLEGE FOR LIFE PROGRAM

For students with intellectual and/or developmental disabilities who have had few inclusive experiences in high school, the College for Life program provides courses that continue the educational experience and also provides social growth opportunities on a college campus. College for Life courses are continuing education, non-credit courses and follow the same payment policies as all other continuing education courses. Students may begin the enrollment process by calling the Center for Access and Accommodations and Counseling at (618) 468-4211.

EMERGENCY LOAN FUND

Center for Access and Accommodations and Counseling staff manage the College's Emergency Loan Fund. These funds can help a student with books, tuition, utility bills, gas cards, lunch cards and a variety of other financial supports. The Emergency Loan is typically paid back during the semester it is received. Students should call (618) 468-4121 or walk in to Caldwell Hall 2320 to start the process.

STUDENT SUCCESS CENTER (SSC)

The SSC is decentralized with eight independent labs (seven on the Godfrey campus and one on the N.O. Nelson campus in Edwardsville), as well as an Online Paper Submission and an "Ask a Tutor a Question" online interactive services which provides help to students who are off campus or need

assistance during the evening or on weekends. Tutoring is offered in math, writing, business, science, and nursing as well as other general academic and study skills areas. The SSC academic support services are coordinated, managed, and evaluated for quality and impact on student achievement.

Services include:

- The Writing Desk and Academic Tutoring are both located in Reid Memorial Library.
- Career Services is in CW 4337 and provides individual career counseling, resumé preparation and assistance with job seeking.
- The Math/Science Tutoring Center (CM 233) and STEM Study Lab (MA 307) are in the Math/Science Complex.
- Nursing and Dental Hygiene tutoring are staffed by professional staff in their respective buildings.
- The Business Technology, Computer Information Systems, and Graphic Design students share a support center on the second floor in the Trimpe Advanced Technology Building (TR 250).
- ☐ The Technology Enhanced Learning Student Success Center (NU L205) assists faculty and students with Blackboard. NO Nelson campus SSC (N3 108) offers tutoring in multiple disciplines.
- The Business Department allows students the opportunity to set up one-on-one tutoring appointments online through the SSC web page at lc.edu/ssc.
- The Communications Lab (TR 241) assists students with speech courses, oral presentations and job interviewing preparation. This lab also has the ability to video record student work for feedback.

The Student Success Centers employ full-time staff, adjunct instructors, student workers, and discipline-proficient staff to tutor students.

Since the inception of the Student Success Center in 2010, its sole purpose has been to help Lewis & Clark students achieve success in their courses and programs. The impact has been significant and statistically relevant as evidenced by improvements in student course success and retention

For more information contact the Director, Center for Access and Accommodations (468-4120).

SURS 6% EARNINGS LIMITATION GUIDELINES

The following information is provided in an effort to clarify the State University Retirement System's 6% earnings limitation policy and any impact it may have for all College employees. Contact the HR Director, Gabe Springer, at 468-3700 if you have any questions or concerns.

Adjunct Faculty:

Adjunct faculty and part-time staff alike are subject to the SURS 6% penalty based on total FTE earnings from the previous academic year to current. If current academic year FTE earnings exceed the prior year by more than 6%, a penalty is incurred. The academic year for adjunct faculty is defined as the academic year of the College, consistent with full-time faculty.

The Pension Code provides a global definition of "earnings" as "an amount paid for personal services equal to the sum of the basic compensation plus extra compensation for summer teaching, overtime or other extra service." (40 ILC 5/15-111). In the new provisions of Public Acts 094-0004 and 094-1057, the operative section refers to comparisons of the final rate of earnings. Earnings exceeding 6% may also become an issue when an adjunct faculty member works in another capacity at a different rate of pay (i.e., Student Success Center). The deans will need to monitor teaching assignments, overload pay, and any other additional assignments (grant work, SSC, etc.) to insure adjunct faculty who are within the time periods SURS has designated for calculating retirement benefits do not exceed the 6% earnings limitation. Adjunct faculty must notify their dean if they teach any classes for

another division or have any other assignments in addition to those assigned by the Academic Affairs Division.

Full-time Faculty:

Penalties for exceeding 6% in earnings are based on the total earnings from one academic year to the next. Therefore no full-time faculty can earn more than 6% in creditable/reportable earnings who are 10 years from eligibility for retirement. Accordingly, pursuant to Section 14.9. of the Faculty Agreement, the College needs to monitor annual earnings to avoid incurring a 6% earnings limitation penalty. This will apply to Tier I employees when they turn 45 and when Tier II employees turn 52. Our Information Technology Department has provided salary reports to the deans and managers that identify maximum earnings for all full-time faculty that meet the above criteria. Additionally, all full-time faculty have the ability to track their individual earnings relative to a 6% limitation through the "Faculty" tab on Blazernet. As with the adjunct faculty, the deans and managers will need to monitor teaching assignments, overload pay, and any other additional assignments (grant work, SSC, etc.) to insure faculty who may be eligible for retirement do not exceed the 6% earnings limitation. Full-time faculty must notify their dean if they teach any classes or have any other assignments in addition to those assigned by the Academic Affairs Division.

Compensation increases due to an annual pay raise plus a promotion could result in a salary increase greater than 6%. Section 14.9. of the Faculty Agreement states that the affected faculty member will receive increases in salary/creditable/reportable earnings not to exceed 6% in subsequent academic years until her/his salary reaches the appropriate step on the salary schedule tied to the promotion. In essence, any salary increase that exceeds the previous academic year's earnings by 6% or more will be given in future contract years until the salary increase is fully realized. **The academic year for full-time faculty is defined as the academic year of the College.**

Part-time Staff:

Both full-time and adjunct faculty who perform duties for the College as part-time staff should be aware that all earnings are subject to 6% limitations. Earnings of part-time staff are calculated on an FTE basis and compared to the previous academic year earnings. **The academic year for part-time staff is defined as September – August (SURS Academic Year).**

Earnings exceeding 6% may become an issue when a part-time staff member becomes a full-time employee or also works in another capacity at a different rate of pay (i.e., teaching or SSC). Managers will need to monitor teaching assignments or any other additional assignments to insure part-time staff who may be eligible for retirement do not exceed the 6% earnings limit. You must notify your manager if you teach any classes or have any other assignments that result in you working more hours or earning a higher rate of pay.

Retirement Savings Plans (formerly Self-Managed Plan):

Anyone enrolled in SURS' Retirement Savings Plan (RSP), formerly known as Self-Managed Plan (SMP), is exempt from the 6% earnings limitation.

Please Note:

Compensation for teaching or working at other SURS contributing institutions does not factor into 6% earnings limitations at L&C. SURS assesses employee earnings limitations separately for each institution and 6% earnings limitation penalties will be determined by year to year earnings comparisons paid by each individual institution, not in the aggregate for all SURS contributing institutions. Therefore any compensation earned at other SURS contributing institutions will not have to be taken into consideration by L&C for 6% earnings limitation purposes.

TECHNOLOGY ASSISTANCE

For assistance with malfunctioning hardware or software, contact the Helpdesk at helpdesk@lc.edu or ext. 4357. For assistance in using hardware or software more effectively, advice or information on new technology or vendors or to request improvements to existing software applications contact

Ron Wall at rwall@lc.edu or ext. 3880. Technology upgrades for classrooms and offices occur on a scheduled basis. Requests to acquire or improve hardware outside of the posted schedule should be completed as part of the priority budget process with your program coordinator.

TECHNOLOGY RESOURCES POLICY

All college students, faculty, staff or other personnel who use or have access to the college's technology resources, including but not limited to computers (e.g. desktops and portable computers, servers, networks, printers, software and data storage media), email, voicemail, facsimile machines, photocopiers and Internet access (collectively, technology resources) should be familiar with, and must comply with, these policies.

1. Confidentiality and Access Policies

The college's technology resources store confidential information. Access to this confidential information is granted to users only in connection with the college's function as an educational institution. Users may access and use the information only for proper purposes and must respect and maintain the confidentiality of that information. Users may not leak, place, post, transmit, or otherwise disclose confidential, sensitive, or proprietary college information, or any private information relating to any individual college employees, contractors, or students, to anyone outside of the college by any means, at any time, or for any reason.

2. Types of Software Used at College and Software Policies Third Party Software

All third party software used by the college is proprietary to the third party vendor, is protected by copyright and/or trade secret law, and is subject to the terms of the specific software license agreement entered into by the college with the third party vendor with respect to that software. In general, these software license agreements expressly forbid copying of the software, forbid the use of unauthorized copies of the software, may restrict the use of software to particular hardware, and may limit the computers upon which the software may be used or the number of concurrent users of such software. In some cases, the college's licenses permit certain limited use by students, faculty or staff on home or portable computers. Violation of the provisions of software agreements and or copyright law can subject the college and individuals to substantial damage claims and possible criminal penalties.

Copying of Software - Lewis and Clark Community College will comply with copyright laws and license agreements entered into with vendors and computer software authors. The college prohibits any unauthorized duplication of all software owned or licensed by College. No user may, without proper authorization, duplicate the software that is loaded on his or her computer's hard disk for use on any other PC without consulting with and obtaining written authorization from the Academic Computing/Help Desk staff.

Installation of Unauthorized Software - The installation or use of non-college software on Lewis and Clark Community College computers is prohibited unless approved in writing by Academic Computing/Help Desk Staff. Such approval will be granted unless there is a substantial danger of system or network conflicts, configuration changes, etc. Any maintenance required by a PC that was caused by the installation of unauthorized software will be placed at the bottom of the priority list for repair by the Academic Computing/Help Desk Staff.

File-Sharing - To avoid the risk of copyright infringement and exposure to viruses/malware, users may not post, upload, download, transmit, distribute, or engage in any "file-sharing" of any data or files (including software, music, audiovisual clips, movies, etc.) unless such activity is consistent with all applicable licenses and approved in advance by College's Academic Computing/Help Desk Staff.

3. Use of Technology Resources

The college's technology resources are property of the college, or are licensed for use by the college and are intended to be used primarily for proper educational institutional purposes.

Monitoring - The college reserves the right to monitor, inspect, access, intercept, review, and when appropriate, disclose any and all information created, entered, received, stored, viewed, accessed or transmitted via college technology resources (including without limitation in databases, data file systems, data archives, Web/Internet/Intranet sites). Users should have no expectation of privacy in connection with the use of college technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data via such resources.

Passwords and Security - All passwords and security used in connection with college technology resources - including voice mail access codes - are college property and must be made available to the college. Users must understand that their use of passwords will not preclude access, monitoring, inspection, interception, review, or disclosure by authorized college personnel. The college also may unilaterally assign and/or change passwords and personal codes. The security of the college's technology resources is every user's responsibility.

Academic Computing Staff access each PC in the college periodically to perform system maintenance. Authorized and specifically designated college employees, agents, or representatives may also investigate and/or monitor the use of college systems to ensure that use is consistent with our policies. They may also override all passwords or security codes when deemed necessary.

Lawful Use - College technology resources may not be used to intentionally or unintentionally violate any local, state, federal, or national civil or criminal laws, including copyright and patent laws of any jurisdiction. Unlawful activity includes but is not limited to lotteries, raffles, betting, gambling for anything of value, and participating or facilitating in the distribution of unlawful materials. Users likewise may not upload, post, email, or otherwise transmit any data that is threatening, malicious, tortuous, defamatory, libelous, obscene, or invasive of another's privacy. Users also may not upload, download, post, email, or otherwise transmit any material that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware, or telecommunications equipment.

Infringement - College computer, electronic, email, and Internet resources may not be used to violate proprietary rights, including copyright, trademark, trade secret, patent, rights of publicity, or any other intellectual property rights.

No Harassment - Users are absolutely forbidden from using college technology resources in any way that may be construed to violate the college's harassment-free workplace policy or otherwise harass fellow students or other individuals. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. Users are required to take all reasonable steps to avoid and eliminate receipt of any potentially offensive material; claiming to be a passive recipient of prohibited material is unacceptable. Prohibited conduct includes sending email messages to someone who has requested that the user not do so.

Misrepresentation of Identity - College computer, electronic, email, and Internet resources may not be used to misrepresent, obscure, suppress, or replace one's identity or the origin of data or communications. For example, "spoofing" and "phishing" (e.g., constructing electronic communications to appear to be from someone else, including to solicit personally identifiable information from recipients) is prohibited. Each user's name, email address, organizational affiliation, time and date of transmission, and related information included with electronic communications (including postings) must always reflect the true originator, time, date, and place of origination, as well as the original message's true content.

4. Internet Guidelines

In addition to the above terms of use, the following guidelines specifically apply to Internet usage. Members of the Lewis and Clark Community College campus community must remember that access to the Internet is a privilege. All College Students, Faculty, Staff or other personnel who use or have access to the Internet through the college must use the Internet resources in an effective, ethical and lawful manner. The following guidelines must be adhered to by all persons whether using systems on-campus or remotely from off-campus. Failure to do so may result in removal of your account. The account is to be closed if you are no longer associated with the college. Because of limited disk space, it is expected that you check email daily and delete unnecessary messages immediately. Keep messages remaining in your electronic mailbox to a minimum. Subscribers to news and messaging groups/services have an additional responsibility to monitor their electronic mailbox.

Communications Over the Internet - Electronic communications facilities (such as email, blogs, network news, and Internet video and chat) are primarily for college activities. Each individual is responsible for his/her image on the Internet as well as the image of the college. Fraudulent, harassing, or obscene messages and/or other materials must not be transmitted over the Internet or any other network on- or off- campus. Inappropriate messages include but are not limited to the following:

Fraudulent Messages - Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message.

Harassing Messages - Messages that harass an individual or group because of their sex, race, age, religious beliefs, national origin, physical attributes or sexual preference.

Obscene Messages - Messages that contain obscene or inflammatory remarks directed toward an individual or group.

Inappropriate Use of Resources - No one may deliberately attempt to degrade the performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system.

Network Configuration - No one may establish a TCP/IP resource on campus without the explicit consent of Academic Computing/Help Desk. All addresses are administered by Academic Computing/Help Desk and all users must adhere to the addressing conventions established by that department.

Security - No one may use loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

System Accounts - Accounts are assigned to individuals and no one may use another person's account. Use of another user's account may result in automatic suspension of the account.

Financial Gain - No one may use resources of the Internet for personal financial gain by posting messages that promote the products or services of a local business or their own product or services.

5. Personal Technology Devices in the Classroom

In an effort to preserve the integrity of the academic environment, extraneous use of personal electronic devices (cell phones, Bluetooth, PDAs, iPods, calculators, etc.) is prohibited during all class meetings. The instructor reserves the right to examine the device in instances where allegations of academic dishonesty are suspected. In emergency situations students must inform the instructor to receive permission to leave the classroom when their cellular phones vibrate (do not have cell phone ring or otherwise disturb the class).

TENURE

Appointments to the adjunct faculty of Lewis and Clark Community College do not count toward tenure, even if the adjunct instructor is subsequently employed full-time by the College. The Faculty Agreement, 2014-2019, Article VI-Conditions of Employment, Section 6.4 Tenure describes the tenure process for full-time probationary faculty.

TRAVEL

Faculty may be requested to travel on College business. These faculty will be reimbursed for allowable expenditures. Before travel, faculty submit a Request to Attend Professional Conference and upon return they submit original itemized receipts with a Travel Expense Report and a Report of Conference. These three forms are found on the Blackboard Portal under Faculty & Staff.

Before undertaking any travel, faculty should be familiar with all regulations concerning reimbursement so that she/he will have the necessary receipts within the designated limits when the claim is submitted for payment. The College Purchasing Office will make the airplane, car rental or train reservations once an approved requisition is received and the college will directly pay conference fees. Faculty are responsible for food, lodging, and ground transportation expenses and should keep all original itemized receipts for reimbursement. The College does not reimburse for alcohol. Meal expenditures are limited to \$20 per day with no receipts or \$50 per day when supported by original itemized receipts (including tax and gratuities). Personal automobile expenses are reimbursed as \$.62.5 per mile. Division Assistants will assist you with travel questions.

Tuition Refund Policy

Regular Credit Courses

For classes that begin the first week of the semester and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following the first day of the term. Students are eligible for a 100 percent refund through the second Friday following the first day of the 8 week summer term. For classes that begin at midterm and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following midterm. There are no refunds thereafter. Requests for refund (deregistration) must be presented in writing by the end of the business day on that Friday at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through Student Planner, faxed to the Enrollment Center (618) 468-2310, or mailed and postmarked before that Friday. Written requests must include the student's signature and social security number or student identification number.

For late starting classes (those that begin after the third week of the semester), students are eligible for a 100 percent refund through the first 12 calendar days (NOT course meetings) of each course. (Calendar days include Saturdays and Sundays.) This period is extended one day for each holiday. There are no refunds thereafter. If the last day for a refund is scheduled on a Saturday or Sunday, the request for refund (deregistration) must either be presented in writing the previous business day at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through BlazerNet on or before the 12th calendar day, mailed and postmarked before the 12th calendar day, or faxed to the Enrollment Center (618) 468-2310 on or before the 12th calendar day. Written requests must include the student's signature and social security number or student identification number.

Short Term Credit Courses

Students enrolled in short-term credit courses of less than 24 days (i.e., the number of days between the course beginning date and ending date) are eligible for a 100 percent refund through the mid-point of each course.

Non-Credit Courses with a CE-- prefix

Students in courses that meet for four or more sessions are eligible for a 100 percent refund prior to the start of the second session. There are no refunds for courses that consist of three or fewer sessions once the course begins. Certain specialized non-credit courses may have separate and specific refund policies outlined in contractual agreements or in course outlines.

Non-Credit Online Courses

Students in non-credit online courses are eligible for a 100 percent refund prior to the first 10 percent point of a course using the course beginning and end dates. No refund is issued after the 10 percent point of the course. Certain online non-credit courses may have separate and specific refund policies.

Note: Debts owed to the college must be satisfied before any refunds or payments are made to the student. A non-refundable \$50 fee will be charged for each proficiency exam and must be paid before testing.

WEAPONS ON CAMPUS POLICY

Consistent with the College's commitment to provide a safe and secure environment, the College maintains a policy prohibiting any individual from possessing, carrying, displaying, brandishing, discharging or otherwise having control of or using firearms or weapons either on his person or in his vehicle anywhere on College property or in any College buildings, even if that person has a valid federal or state license to possess a weapon or firearm. College employees are similarly prohibited from possessing, carrying, displaying, brandishing, discharging or otherwise having control of or using firearms or weapons in the performance of duties or when performing work on behalf of the College, whether on or off of College property, except as expressly outlined below.

The prohibitions of this policy extend to all property, including parking areas, sidewalks and common areas, owned, leased or controlled by the College where activities, programs or classes are held or College work or business is performed, including College vehicles. The prohibitions of this policy also apply when the College property is used for public or private gatherings. The prohibitions of this policy extend to concealed firearms, meaning a loaded or unloaded handgun carried on or about that person completely or mostly concealed from view of the public or in the vehicle of that person, even if an individual has a permit for "concealed carry" pursuant to Public Act 98-0063, the Firearm Concealed Carry Act.

As a limited exception to the prohibitions on weapons in this policy, individuals licensed to carry a concealed firearm may transport a firearm into the parking areas on College property at the [Godfrey Campus, N.O. Nelson campus in Edwardsville, the Confluence campus, the Macoupin County Community Education Center, the Tri-County Community Education Center, St. Patrick's Adult Education Center and the Bethalto Training Center] if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle or in the vehicle's trunk. Any licensed individual must immediately, upon parking the vehicle in any of the College's designated parking spaces, either: (a) store his or her firearm or ammunition in a secure case or locked container out of plain view within the vehicle, or (b) store the firearm within the vehicle's trunk. In the event the individual stores the firearm in the vehicle's trunk, the individual must ensure that the firearm is unloaded at the time the individual exits the vehicle.

This policy does not prohibit the authorized use of a weapon or firearm used in connection with a weapons safety course or weapons education course offered in the regular course of College business or approved by the College; or the authorized use of a weapon or firearm by an on duty law enforcement and/or College Safety officer required to carry a weapon or firearm as a condition of his or her employment; or the use of a weapon or firearm in connection with College sanctioned classes, performances, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., starter

pistols) and prior written approval has been received from the College. Similarly, this policy allows for active law enforcement officers who enter onto College property to carry a licensed or authorized service weapon provided that if the law enforcement officer enters College property outside of the officer's assigned duty hours, the officer must notify the Campus Safety Department that the officer has brought an allowed weapon on to College property.

Persons who violate any of the terms of this Policy shall be subject to all civil and criminal penalties as provided by law. In addition:

1. Any student found to be in violation of this Policy is subject to suspension or expulsion from the College.
2. Any College employee found to be in violation of this Policy is subject to suspension or termination of employment.
3. Any third person (meaning, an individual who is neither an employee nor a student) found to be in violation of this Policy is subject to exclusion from any College property or facility for a period of not less than one (1) calendar year.

WITHDRAWAL POLICY

All students, credit and non-credit, who wish to withdraw from any course, need to officially withdraw in one of three ways: (1) by logging into Student Planner and processing the withdrawal online, (2) by letter with the student's signature requesting the withdrawal either mailed or faxed to the Enrollment Center, N. O. Nelson Campus or Community Education Centers, (3) by course change form in person at the Enrollment Center (BA 1450) or at any of the Community Education Centers.

Non-credit students need to withdraw in accordance with the refund policies for Continuing Education and non-credit courses with a CE_ _ prefix. Withdrawal from non-credit courses after the refund periods is not necessary. When withdrawing via Student Planner, use your ID and password.

Credit students need to officially withdraw by course deadline dates. Students can find the exact withdrawal dates for courses at www.lc.edu.

Be aware that these deadlines are not related to refunds (See Refund Policy). Students are encouraged to inform instructor(s) of their intentions to withdraw. The withdrawal is official when the completed request is processed by the Enrollment Center, N. O. Nelson Campus, or Community Education Centers or submitted through Student Planner. If students do not officially withdraw from a course, they will receive a grade based on work completed - which may not be a sufficient passing grade. An official withdrawal within the withdrawal period results in a grade of "W" on the transcript. However, a withdrawal prior to the conclusion of the tuition refund period results in no transcript record. Non-attendance does not constitute an official withdrawal.

Requests to withdraw after the official withdrawal period will not be processed. Exceptions can be made only in hardship cases, described in writing, to the Dean of Student Experience.

WORKPLACE SAFETY

Each employee is required to develop and exercise safe work habit in the course of employment, to prevent injuries in the workplace to the employee or others, and to conserve College property and equipment. Employees are required to bring any unsafe working conditions to the attention of the College.

WORKPLACE VIOLENCE

The College is committed to promptly responding to situations that involve the potential for violent behavior that are brought to the attention of the College. Any employee who attempts to intimidate or commit an act of violence toward any other employee, student, member of the public, or other

third party on College property will be subject to discipline, up to and including termination. Any employee who is subject to such conduct by an employee or third party should report the incident immediately to any supervisor and to Campus Safety.

Appendix A



Resource and Referral Options

Sexual Assault/Harassment, Dating/Domestic Violence and Stalking

It is always your right to choose whether or not you report to the police and/or college officials.

CONFIDENTIAL REPORTING	VICTIM ASSISTANCE AND ADVOCACY	MEDICAL ASSISTANCE	CONTACT LAW ENFORCEMENT / CAMPUS SAFETY	FILE A COMPLAINT/ ASK FOR ACCOMODATIONS
<p>Metro East Every Survivor Counts (Sexual Assault Crisis Line) (618) 397-0975 www.metroeasteverysurvivorcounts.org</p> <p>Lewis and Clark Community College Confidential Counselor Caldwell Hall 2335 (618) 468-4125</p> <p>Or Leave an anonymous message on the college's 800 number for reporting sexual violence (855) RSV-4RSV (1-855-778-4778) or email 4rsv@lc.edu</p>	<p>Metro East Every Survivor Counts (Sexual Assault Crisis Line) (618) 397-0975 www.metroeasteverysurvivorcounts.org</p> <p>Oasis Women's Shelter (Domestic Violence Emergency Services) Alton, IL 618-465-1978</p> <p>Phoenix Crisis Center (Domestic Violence Assistance) Granite City, IL 618-451-1008</p> <p>Violence Prevention Center of Southwestern IL (Domestic Violence Emergency Services) Belleville IL Hotline 24/7 - (618) 235-0892</p> <p>CenterStone (Mental Health Hotline) 2615 Edwards St Alton IL 62002 (618) 465-4388</p> <p>National Suicide Hotline (800) 273-8255</p>	<p>*Anderson Hospital 2133 Vadalabene Dr Maryville, IL (618) 288-5711</p> <p>OSF St. Anthony's Health Center #1 Saint Anthony's Way Alton, IL (618) 465-2571</p> <p>*Alton Memorial Hospital 1 Memorial Dr. Alton, IL (618) 463-7311</p>	<p>Lewis and Clark Campus Safety 5800 Godfrey Rd <i>near north entrance</i> Godfrey, IL (618) 468-2300 ("0" from campus phone)</p> <p>Madison County Sheriff 405 Randle St. Edwardsville, IL (618) 692-6087 or "911" for all emergencies</p> <p>Edwardsville Police Department 400 N Main St. Edwardsville, IL (618) 656-2131 or "911" for all emergencies</p> <p>Alton Police Department 1700 E. Broadway Alton, IL (618) 463-3505 or "911" for all emergencies</p> <p>Carlinville Police Department 570 N Broad St. Carlinville, IL (618) 854-3221 or "911" for all emergencies</p> <p>Bethalto Police Department 213 N Prairie St. Bethalto, IL (618) 377-5266 or "911" for all emergencies</p>	<p>Title IX Coordinator Lori Artis Erickson Hall 103 (618) 468-3000</p> <p>Title IX Coordinator Dr. Sean Hill River Bend Arena 112 (618) 468-6000</p>

*This medical facility provides Sexual Assault Nurse Examiners (SANE).